

ORIENTATION BOOK

HUMAN SERVICES COORDINATING
COMMITTEE

AND

HUMAN SERVICES TECHNICAL
COMMITTEE

1998



ORIENTATION BOOK
HUMAN SERVICES COORDINATING
COMMITTEE

AND

HUMAN SERVICES TECHNICAL
COMMITTEE

1998

Contact: *Carol Kratz, Human Services Program Manager*
Barbara Carpenter, Human Services Planner
Telephone (602) 254-6300



Welcome to the Maricopa Association of Governments

This orientation book provides a description of the MAG organization, MAG's Human Services Planning Program, and the function of the Human Services Coordinating Committee and its staff counterpart, the Human Services Technical Committee.

MAG serves as the regional planning agency

for the metropolitan Phoenix area. When MAG was formed in 1967, the elected officials recognized the need for long range planning and policy development on a regional scale. They realized that many issues such as transportation and air quality affected residents beyond the borders of their individual jurisdictions. Founded in the spirit of cooperation, MAG members believe that the diverse local governments in Maricopa County can do more than coexist. By uniting, we can solve common problems, take an active role in long range regional issues, and forcefully address concerns that affect all of the communities.

MAG's purpose

is stated in its Bylaws and Articles of Incorporation:

The Maricopa Association of Governments is based on the principle that cities, towns and counties, which are closest to the people, should exercise the basic initiative and leadership and should have the primary responsibility for addressing those local problems and needs which require action on an area-wide or regional basis.

- ▶ Provide a forum for discussion and study of regional problems of mutual interest to the governments in the region.
- ▶ Insure through cooperation and the pooling of common resources, maximum efficiency and economy in governmental operations which will provide every citizen with the utmost value for every dollar.
- ▶ Identify and comprehensively plan for the solution of regional problems requiring multi-city, town and county cooperation.
- ▶ Facilitate agreements among the governmental units for specific projects or other interrelated developmental actions or for the adoption of common policies with respect to problems which are common to its members.
- ▶ Attain the greatest degree of intergovernmental cooperation possible in order to prepare for future growth and development of the region.

MAG is the designated metropolitan planning organization (MPO) for transportation planning in the Maricopa County region. MAG also has been designated by the Governor's Office to serve as the principal planning agency for the region in a number of areas including air quality, water quality and solid waste management. In addition, through an Executive Order from the Governor, MAG develops population estimates and projections for the region. The Human Services Planning Program differs from these more regulatory planning responsibilities in that it is conducted within a voluntary environment by cooperating and partnering with state and local agencies.

MAG's Membership

currently includes twenty-four (24) incorporated cities and towns within Maricopa County, the Gila River Indian Community, the Salt River Pima-Maricopa Indian Community, Maricopa County, and the Arizona Department of Transportation (ADOT), an *ex-officio* member for transportation related issues.

The Regional Council,

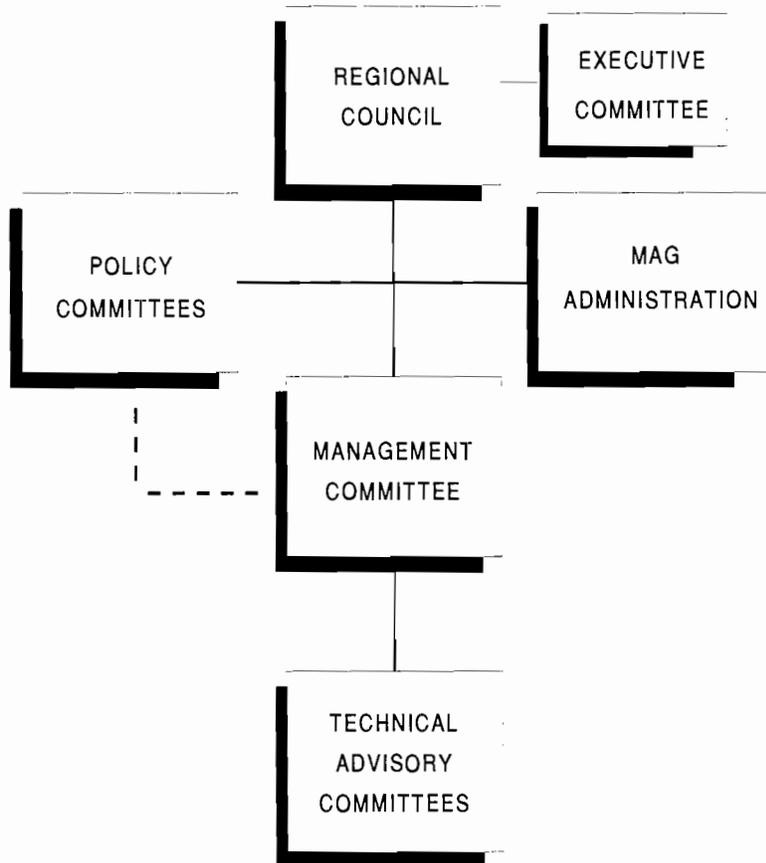
composed of elected officials appointed by each member agency, is the governing body for the organization. For most of the cities and towns, the mayor serves as the Regional Council member, and the Chairman of the Board of Supervisors serves as the county's Regional Council member. The Regional Council generally meets on the fourth Wednesday evening of each month.

The Management Committee

consists of the chief administrators from each member agency and provides assistance to the Regional Council in its policy-making activities.

The MAG Policy Structure

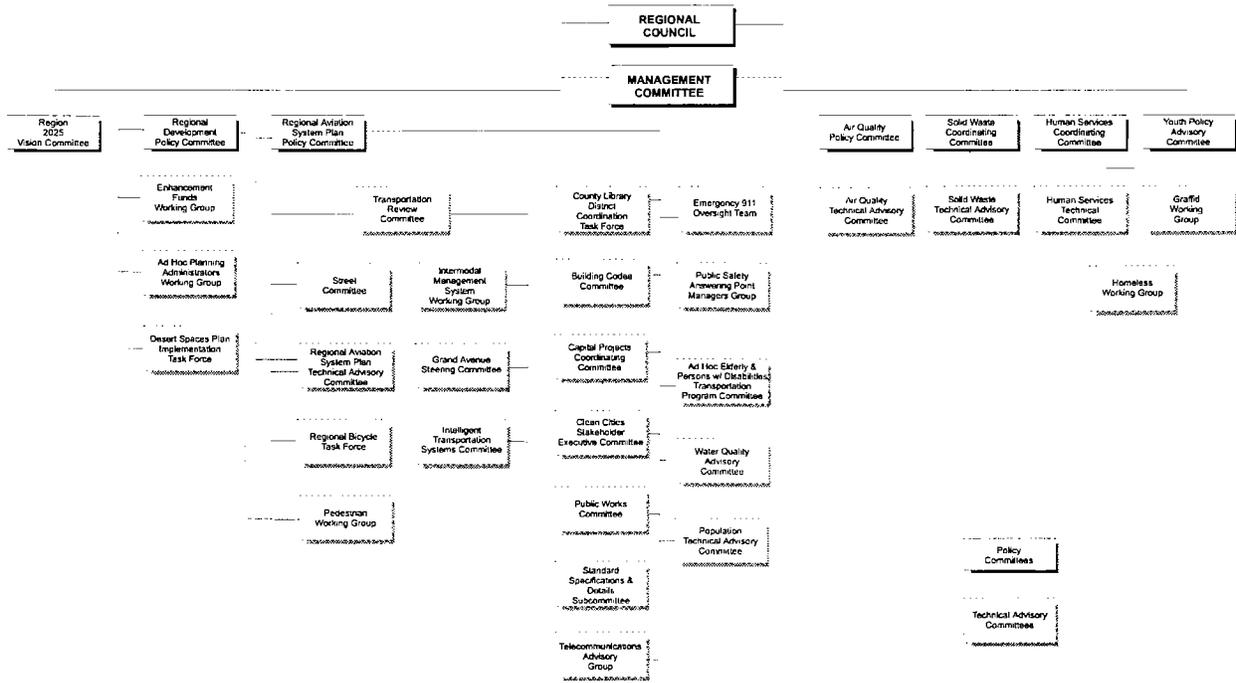
includes several policy and technical advisory committees, *ad hoc* committees and task forces composed of member agency representatives who provide assistance to the Management Committee and Regional Council on specific topics. These committees may be composed of elected officials, technical experts on specific issues, industry and citizen representatives, city/town/county administrators and MAG member agency staff. All work of the Task Forces and Committees is submitted to the MAG Regional Council for review, modification and approval.



MAG Program Areas

include environmental planning, current population and socioeconomic estimates and projections, special purpose planning, transit planning (in cooperation with the Regional Public Transportation Authority), transportation planning, urban growth planning, and human services planning.

MAG COMMITTEE STRUCTURE



Funding to support MAG activities

is provided from a variety of sources, with federal and state grants comprising the principal source of funding. Membership dues and special assessments (which are based on population and assessed from each member agency) provide a significant source of revenue to support MAG regional planning activities. The remainder of this orientation book is concerned with the Human Services Planning Program area.

MARICOPA ASSOCIATION OF GOVERNMENTS HUMAN SERVICES PLANNING PROGRAM

- The purpose of the Human Services Planning Program is to systematically
 - cooperate in a joint planning process with the Arizona Department of Economic Security (DES) and other planners and funders of human services within Maricopa County,
 - identify regional priorities,
 - recommend to DES the allocation of approximately \$5 million of federal Social Service Block Grant funds, and
 - identify human service needs which other fund sources may wish to consider.

- The annual Human Services Plan is developed by:
 - the *Human Services Coordinating Committee*--This policy level committee defines the local community problems that require attention and resources. Its membership incorporates local government elected officials, including Maricopa County; members of boards of directors of United Ways, community councils, and the Area Agency on Aging; and citizen representatives of the Department of Economic Security, the Department of Health Services, and the corporate sector. The structure of this committee facilitates formal and informal problem solving. Coordinated and cooperative funding efforts frequently result from the Committee's deliberation of problems and needs. The combination of public and private sector representation in the human services planning process produces significant and long lasting benefits.

- ... and supported by:
 - the *Human Services Technical Committee*. This staff level counterpart to the Coordinating Committee provides information, experience and technical expertise to support the Coordinating Committee deliberations. Its membership incorporates MAG member agency staff, program managers for DES programs in Maricopa County, staff for the Arizona Department of Health Services, local community councils, United Ways, and the Area Agency on Aging. The Department of Economic Security merits an expanded representation on the Human Services Technical Committee because of the department's broad scope of programs and contracts across Maricopa County.

Human Services Planning Program Milestones¹

In the late 1960s and early 1970s, MAG served as the planning entity for health and elderly programs in Maricopa County. From 1976 through 1980, the Arizona Department of Economic Security awarded an annual planning contract to MAG "for the purpose of identifying priority services to be funded by Title XX of the Social Security Act. MAG was asked to plan for \$5.1 million, identifying how the funds should be allocated to social services."

¹ Excerpted from "MAG: Past, Present, Future." A presentation to the MAG Regional Council (Phoenix, Arizona [October 27, 1982]), pp. 16-17 and 35-37.

In 1980, a Task Force created by the MAG Regional Council developed recommendations for a comprehensive regional human services planning process which would include participation of the local government elected officials. The Task Force identified issues of concern and recommendations. Its report states:

the complexities of the human services system in Maricopa County and the inherent difficulties in planning for human services. . . . Much of the deliberations centered on the degree to which distinct jurisdictional needs can be merged into regional priorities. . . . They attempted to develop a model ensuring broad community input and coordination of planning activities in order to meet the needs of each community. . . .

With the benefit of the Title XX experience, a strong local control objective and a recognition of the unique population dispersal in Maricopa County from the large City of Phoenix to the many rural communities, the Task Force developed a regional planning process that is tailored to the human service needs and political realities of Maricopa County.²

The Task Force recommendations included centralizing the planning staff, appointing a policy committee and expanding the planning focus to consider all monies used for human services.² The original process and committee structure remains in use. The first annual comprehensive human services plan was published by the MAG Human Services Planning Office in July 1981.

Human Services Planning Program Today

- The MAG Human Services Planning Program continues to publish an annual "Human Services Plan for Maricopa County" which contains specific funding recommendations pertaining to utilization of federal Social Service Block Grant (formerly Title XX) funds and more general comments and guidance regarding all other fund sources included in the scope of the plan. This research document supports the planning process which categorizes target populations and their human service problems as: *adults, families and children; the elderly; persons with disabilities; and persons with developmental disabilities.*
- The Regional Council and Human Services planning committees have monitored the development of welfare reform policies in Arizona. Thirteen MAG member agencies are included in a legislatively proposed privatization of cash assistance service delivery. On their behalf, MAG formally submitted recommendations to the Arizona Works Procurement Board which is tasked to develop the privatization request for proposals. This activity continues into 1998.
- In 1997, MAG was represented on the Transportation and Child Care Work Group of the Joint Legislative Task Force on Welfare Reform. The final report was delivered in December 1997 for legislative consideration and possible action in 1998.

² Maricopa Association of Governments, Human Services Task Force Report (Phoenix, Arizona [September 1980]), Introduction, pp. 1-2 and p. 35.

- MAG coordinates closely with other planning and funding bodies such as the Area Agency on Aging and the Valley of the Sun United Way as well as its member agencies engaged in human services planning and delivery.
- As a supplemental human services activity, an *ad hoc* committee annually reviews local applications for federal capital funds which are targeted to special transportation needs. The Federal Transit Act, Elderly and Persons with Disabilities Transportation Program capital assistance funds are used to purchase vans and associated equipment for transporting people who are elderly and people who have disabilities and who cannot use other forms of public or private transportation. The program is administered by the Arizona Department of Transportation. In 1997, seven agencies were awarded vans to be purchased by ADOT to transport children, adults and elderly who are prevented from using other forms of transportation.
- At the request of the Regional Council, the Human Services Planning Program convened a Homeless Working Group to update the 1991 regional homeless plan developed by MAG. Published in early 1998, this plan is used as a guide in identifying needs and service gaps for both public and private funders.
- A study group of the MAG Human Services Technical Committee concluded its findings regarding the population of people with developmental disabilities who are aging in December 1996. Its report, *The Aging of People with Developmental Disabilities in Maricopa County* was published in January 1997.
- The Human Services Coordinating Committee has requested MAG staff to conduct preliminary investigations into the special transportation needs and systems in the Maricopa County region. Questions of work related transportation barriers for low income and cash assistance welfare clients also arose in 1997. A contract jointly administered by the Human Services and Transportation Planning Programs initiated a study of special transportation needs of two special populations in Maricopa County: people who are elderly and/or have a disability, and low income and/or cash assistance welfare clients who need to access work and child care. The *MAG Special Transportation Study* should be completed in late 1998, and periodic progress reports will be heard by the Human Services Committees.
- Since June 1995, the allocation of Social Service Block Grant funds has been anything but stable. Congress began with a retroactive, 15% cut to all SSBG funding, which meant an \$830,000 cut to locally planned services in the MAG region. Since that time, due to Congressional welfare reform and allocation bill actions, and growth and economic changes in Arizona, the amount of funding for locally planned services has fluctuated numerous times. The planning process has supported each DES request for change and enabled the Human Services Committees to recommend reasoned responses for the Regional Council and the Arizona Department of Economic Security. The changes have resulted in actual SSBG funding increases for the MAG region (to approximate 1987 levels of funding), yet have not reached the previous funding levels of 1990-1995.

- In February, 1994, the Regional Council decided to assume a greater role in regional coordination and planning related to the positive development of youth. The MAG Youth Policy Advisory Committee (YPAC), a technical committee counterpart, and task forces were created to assume this task. MAG's Human Services Planning Program supports these efforts, and since its creation, a model curfew ordinance and a model graffiti ordinance have been drafted for individual jurisdictions' consideration. An inventory of 155 municipal prevention, intervention and public safety programs also was compiled and published.

The Results

In summary, the MAG Human Services Planning Program produces and maintains both a ***process*** and a ***product***. The Human Services Coordinating Committee, the Human Services Technical Committee, and special project task forces and *ad hoc* committees systematically evaluate and analyze the information from all available resources to identify problem areas and to direct resources to ameliorate them. The building of cooperative relationships among member groups, and a cost effective regional approach to human services problems represent the ongoing *process*.

The annual *Human Services Plan for Maricopa County*, the recommended Social Services Block Grant funding recommendations contracted by DES, and the studies and publications represent the *product*. The product reflects agreement among major planners and funders about the critical human services needs in Maricopa County and provides recommendations for action, including funding, to address those problems. In a time of uncertain needs and resources, this planning process provides a unique regional forum where assistance to citizens of the MAG region, bounded by Maricopa County, can be developed.

TENTATIVE HUMAN SERVICES PLANNING CALENDAR

January 1998 to January 1999

HSTC	COMMITTEE ACTION	HSCC
JANUARY 15 NOON	<ul style="list-style-type: none"> • Annual <i>Advance</i> Joint Meeting of HSCC & HSTC • Set direction for the year's planning • Identify issues to pursue • Review 1st quarter expenditure reports 	JANUARY 15 NOON
FEBRUARY 5 9:00 A.M.	<ul style="list-style-type: none"> *Member orientation 45 minutes before each meeting* • Review target group information • Focus on <i>ad hoc</i> issue study(ies) • Legislative update 	FEBRUARY 19 2:00 P.M.
MARCH 5 9:00 A.M.	<ul style="list-style-type: none"> • Review proposals submitted for MAG-planned Social Services Block Grant (SSBG) funds • <i>Ad hoc</i> issue study update(s) • Review 2nd quarter expenditure reports • Legislative update 	MARCH 19 2:00 P.M.
APRIL 16 TBA	<ul style="list-style-type: none"> • Solicit community input on local human services problems. 	APRIL 16 TBA
MAY 7 9:00 A.M.	<ul style="list-style-type: none"> • Review results of research data and community input • Legislative update • <i>Ad hoc</i> issue study draft reports • Develop problem priorities 	MAY 21 2:00 P.M.
JUNE 18 2:00 P.M.	<ul style="list-style-type: none"> • Joint Meeting of HSCC & HSTC • Review 3rd quarter expenditure reports • Finalize <i>Ad Hoc</i> Study Reports • Finalize problem priorities and services intents 	JUNE 18 2:00 P.M.
JULY 9 9:00 A.M.	<ul style="list-style-type: none"> • Finalize, SSBG funding levels • Finalize draft plan recommendations for public comment • Determine service recommendations for any additional SSBG funds. 	JULY 23 2:00 P.M.
AUGUST NO MEETING	<ul style="list-style-type: none"> • Summer Recess • Publication of draft SSBG plan priorities and recommendations 	AUGUST NO MEETING
SEPTEMBER 17 TBA	<ul style="list-style-type: none"> • Hold public hearing(s) to solicit public comment on draft MAG Human Services Plan • Analyze public comments for potential amendments 	SEPTEMBER 17 TBA
OCTOBER 15 2:00 A.M.	<ul style="list-style-type: none"> • Joint Meeting of HSCC & HSTC • Review public comments on draft plan recommendations for SSBG funds • Finalize draft problem statements and priorities, service titles, funding levels, service intents and additional funds priorities and submit to DES • Review 4th quarter expenditure reports • Nomination of officers (HSTC annually, HSCC on even-numbered years) 	OCTOBER 15 2:00 P.M.
NOVEMBER 5 9:00 A.M.	<ul style="list-style-type: none"> • MAG Management Committee Review and MAG Regional Council approval of plan priorities, services and funding recommendations. • Election of officers (HSTC annually, HSCC on even-numbered years) 	NOVEMBER 19 2:00 P.M.
DECEMBER NO MEETING	Holiday Recess	DECEMBER NO MEETING
JANUARY 1999 21 NOON	Annual <i>Advance</i> Joint meeting of the HSCC & HSTC	JANUARY 1999 21 NOON



MAG HUMAN SERVICES COORDINATING COMMITTEE

1998

William Arnold
Mayor, City of Goodyear

Dennis Kavanaugh
Councilmember, City of Mesa

Laura Arnold
Councilmember, City of Tolleson

Maureen Mageau DeCindis
Representative, Tempe Community Council

Socorro Bernasconi
Councilmember, Town of Guadalupe

Manuel Martinez
Councilmember, City of Glendale

Xavier Brizar
Boardmember, The Community Forum

Matt Orlando -- CHAIRMAN
Councilmember, City of Chandler

Dennis Cahill
Councilmember, City of Tempe

Ruth Osuna
Citizen Representative, AZ DES

Rebekah Coty
Councilmember, City of Peoria

Reverend Francis "Fran" Park
Boardmember, Northwest Valley Regional
Community Council

Mike Evans
Councilmember, City of Gilbert

Robert Pettycrew
Vice Mayor, City of Scottsdale

Ron Gonshak
Boardmember, Glendale Community Council

Sandra Reagan
Councilmember, Litchfield Park & Southwest
Community Network

Ruth Houghton
Citizen Representative, Maricopa County

Joan Shafer
Mayor, City of Surprise

Al Hyde
Boardmember, Area Agency on Aging

Cody Williams
Councilmember, City of Phoenix

OPERATING PROCEDURES — HUMAN SERVICES COORDINATING COMMITTEE

I. Purpose and Tasks

The Human Services Coordinating Committee, hereafter referred to as HSCC, is a standing committee of Maricopa Association of Governments. All of its actions and recommendations are subject to the approval of the Regional Council, the governing body of Maricopa Association of Governments, hereafter referred to as MAG.

The major purpose of the HSCC is to provide direction and establish policy for MAG's human services planning process. Some of the specific tasks that are the responsibility of the HSCC include:

1. Determine the priority human services problems existing in Maricopa County with a recognition of individual community differences.
2. Recommend specific service allocations for the Social Services Block Grant and comment on all other funding sources included in the scope of the MAG plan.
3. Develop policy positions, as necessary, on issues affecting human services such as fee schedules, division of responsibilities, improving delivery system, and proposal review.
4. Prepare for MAG Regional Council approval an annual plan that includes the information outlined in Tasks 1 and 2. This document, when approved, will be forwarded to the Department of Economic Security and all other entities impacted by the plan such as Area Agency on Aging--Region One, Arizona Department of Health Services, local governments, United Ways and the private sector.

II. Composition of HSCC

The HSCC is comprised of representatives from the following entities. Each entity has the responsibility to appoint its own representative.

Public Elected Officials

- 1 Maricopa County
- 24 Any city or town in the MAG region

Citizen Representatives

- 1 appointed by the City of Phoenix
- 1 representing DES
- 1 representing DHS
- 1 representing corporate sector

37 voting members

Board Representatives

- 2 United Ways
- 5 Community Councils
- 1 Area Agency on Aging

The Chairman of the Human Services Technical Committee is a non-voting member of the HSCC.

The rotation of the Coordinating Committee members will occur in December 1988 and on a two-year interval following this date. The United Ways and Community Councils may appoint citizen representatives instead of Board representatives.

III. Term, Meeting Schedules and Responsibilities of HSCC Members

A. Term

1. The term of appointment will be for two years beginning in December 1988 and ending November 1990 and will continue on two-year intervals.
2. Members may serve consecutive terms if the entity they represent is included on the HSCC or they are appointed by another entity.

B. Meetings

1. The HSCC generally meets monthly at the MAG Offices, 302 N. First Avenue, Phoenix, with the exception of August and December. The location of the meetings may vary on occasion.
2. Agenda information is sent to all members and their staff representatives on the Human Services Technical Committee one week prior to the meeting.
3. Members are expected to attend regularly. Members not attending three consecutive meetings without prior notification to the Chairman of the HSCC may be asked to reconsider their ability to fulfill the responsibility of membership on the HSCC.
4. An alternate may be sent to the meeting if the Chairman is notified in writing by the appointing entity. Designation of an alternate shall be made in writing at the beginning of the term of appointment and kept on file by the MAG Human Services Planning Office. The following information outlines the types of alternates that may be appointed.

Category of Member	Possible Alternates
Public Elected official	<p>The Mayor [Chairman of the Board of Supervisors] of each of the cities [counties] represented on the Coordinating Committee may appoint:</p> <ul style="list-style-type: none"> a. The mayor and councilperson [Supervisor], or b. An individual who currently serves on a Mayor/Council [Supervisor] appointed board, commission or committee that deals with human services, or c. An individual who serves on a city [county] recognized board or committee that deals with human services.
Board Member from Community Councils, United Ways and Area Agency on Aging	The Chairman of the individual board may appoint another board to member serve as an alternate.
Citizen representative	Citizen representatives identify one or more individuals with whom they have regular contact that might be appropriate to serve as an alternate. These names are presented to the entity the citizen represents (DES, DHS, City of Phoenix and possibly Maricopa County.) It is the responsibility of the entity, probably the chief executive officers, to approve the appointment.

While the appointment of alternates is initially cumbersome, the identification of alternates helps ensure more consistent representation of the variety of entities on the Coordinating Committee.

The composition of the Coordinating Committee was intentionally developed to ensure that all the major organizations involved in human service planning and funding participate in the comprehensive planning process. In all cases, individuals working for human service agencies¹ in paid positions are not eligible to serve as Chairman of the Coordinating Committee.

5. 50% of the appointed members actively serving shall constitute a quorum.

C. Committee Member Responsibilities

1. Regular meeting attendance.
2. Awareness of the major human services issues and priorities of the entity represented.
3. Ability to assess and evaluate the various options and recommendations presented by MAG staff and the Technical Committee and to make decisions regarding:

¹ Generally, this refers to agencies that deliver direct services.

- priority human service problems
- allocation levels
- comments to funding sources
- other policy issues applicable to human services.

4. Declaration of a Conflict of Interest

The primary concern of this Committee regarding conflict of interest relates to direct or indirect economic benefit to an HSCC member that may result from any decision or recommendation made by this Committee.

Each member of the Human Services Coordinating Committee who is in good standing may vote on issues that direct the MAG Human Services Planning process or advise the MAG Regional Council. However, members are obligated to declare conflict of interest during any discussion before the Committee, and must abstain from discussion and voting.²

IV. Organization of the HSCC

A. Officers

1. The Regional Council will appoint the Chairman and Vice-Chairman.
2. The officers will serve for two-year terms and may hold consecutive terms.

B. Executive Committee

The Executive Committee will have 5 members: the Chairman, Vice-Chairman and the immediate past Chairman, plus two additional members to give geographic balance to the Executive Committee.

C. Duties and Responsibilities

1. Chairman:

Preside at all HSCC meetings, appoint committees, determine meeting agenda items and all other duties consistent with the position.

² *All public officers and employees of incorporated cities and towns are covered by the Arizona conflict of interest law. This includes the mayor, councilmembers and members of all appointed boards and commissions (parks, planning and zoning, libraries, etc.); the city manager, his or her appointees and all consultants; and full-time, part-time and contractual employees of the city or town. League of Arizona Cities and Towns, You as a Public Official . . . , December 1996.*

2. Vice-Chairman:

In the absence of the Chairman, the Vice-Chairman will exercise the duties and responsibilities of the Chairman.

3. Executive Committee:

- a. This committee shall meet as needed.
- b. Meetings may be called by the Chairman or one of the members.
- c. Its major responsibility is to deal with issues that require action between regular HSCC meetings.
- d. The Executive Committee may develop policy decisions in the following circumstances:
 - if previously authorized by the HSCC to act on a specific issue
 - pending ratification at the next HSCC meeting.

TENTATIVE HUMAN SERVICES PLANNING CALENDAR
January 1998 to January 1999

HSTC	COMMITTEE ACTION	HSCC
JANUARY 15 NOON	<ul style="list-style-type: none"> • Annual <i>Advance</i> Joint Meeting of HSCC & HSTC • Set direction for the year's planning • Identify issues to pursue • Review 1st quarter expenditure reports 	JANUARY 15 NOON
FEBRUARY 5 9:00 A.M.	<ul style="list-style-type: none"> *Member orientation 45 minutes before each meeting* • Review target group information • Focus on <i>ad hoc</i> issue study(ies) • Legislative update 	FEBRUARY 19 2:00 P.M.
MARCH 5 9:00 A.M.	<ul style="list-style-type: none"> • Review proposals submitted for MAG-planned Social Services Block Grant (SSBG) funds • <i>Ad hoc</i> issue study update(s) • Review 2nd quarter expenditure reports • Legislative update 	MARCH 19 2:00 P.M.
APRIL 16 TBA	<ul style="list-style-type: none"> • Solicit community input on local human services problems. 	APRIL 16 TBA
MAY 7 9:00 A.M.	<ul style="list-style-type: none"> • Review results of research data and community input • Legislative update • <i>Ad hoc</i> issue study draft reports • Develop problem priorities 	MAY 21 2:00 P.M.
JUNE 18 2:00 P.M.	<ul style="list-style-type: none"> • Joint Meeting of HSCC & HSTC • Review 3rd quarter expenditure reports • Finalize <i>Ad Hoc</i> Study Reports • Finalize problem priorities and services intents 	JUNE 18 2:00 P.M.
JULY 9 9:00 A.M.	<ul style="list-style-type: none"> • Finalize, SSBG funding levels • Finalize draft plan recommendations for public comment • Determine service recommendations for any additional SSBG funds. 	JULY 23 2:00 P.M.
AUGUST NO MEETING	<ul style="list-style-type: none"> • Summer Recess • Publication of draft SSBG plan priorities and recommendations 	AUGUST NO MEETING
SEPTEMBER 17 TBA	<ul style="list-style-type: none"> • Hold public hearing(s) to solicit public comment on draft MAG Human Services Plan • Analyze public comments for potential amendments 	SEPTEMBER 17 TBA
OCTOBER 15 2:00 A.M.	<ul style="list-style-type: none"> • Joint Meeting of HSCC & HSTC • Review public comments on draft plan recommendations for SSBG funds • Finalize draft problem statements and priorities, service titles, funding levels, service intents and additional funds priorities and submit to DES • Review 4th quarter expenditure reports • Nomination of officers (HSTC annually, HSCC on even-numbered years) 	OCTOBER 15 2:00 P.M.
NOVEMBER 5 9:00 A.M.	<ul style="list-style-type: none"> • MAG Management Committee Review and MAG Regional Council approval of plan priorities, services and funding recommendations. • Election of officers (HSTC annually, HSCC on even-numbered years) 	NOVEMBER 19 2:00 P.M.
DECEMBER NO MEETING	Holiday Recess	DECEMBER NO MEETING
JANUARY 1999 21 NOON	Annual <i>Advance</i> Joint meeting of the HSCC & HSTC	JANUARY 1999 21 NOON

Lorenzo Aguirre
City of El Mirage - CAP

Wendell Akers
AZ Dept. of Economic Security - RSA

Skip Bingham
AZ Dept. of Economic Security - RSA

Karin Bishop
Valley of the Sun United Way

Gene Burns
AZ Dept. of Economic Security - ACYF

Tom Canasi
City of Tempe - Human Services

Sylvia Cartsonis
Northwest Valley Regional Community Council

Tanya Collins
City of Mesa - Neighborhood & Community
Assistance

Laura Guild
AZ Dept. of Economic Security - CSA

Kate Hanley
Tempe Community Council

Rosemary Ybarra Hernandez
City of Surprise - Community Services

Gloria Hurtado
City of Phoenix - Human Services

Jeannie Jertsen
Maricopa County - Dept. of Human Services

Mary Lynn Kasunic
Area Agency on Aging--Region One

Stuart Kent
City of Glendale - City Manager's Office

Mary Ann Lavine
Glendale Community Council

Steven MacFarlane
City of Phoenix - Human Services

Doris Marshall
City of Phoenix - Senior Services Division

Jose Mercado
AZ Dept. of Economic Security - Aging &
Adult Admin.

Sheryl Pieper
City of Tolleson - CAP & Library

Esther Pineda
City of Avondale - Social Services

Ed Portnoy
City of Scottsdale - Human Services

Suzanne Quigley
Mesa United Way

Lillie Schuett
Town of Gilbert - Neighborhood Services

Wayne Tormala
City of Phoenix - Human Services

Patrick Tyrrell
City of Chandler - Housing & Redevelopment

Rebecca Van Marter
The Community Forum

Dianne Wagemann
AZ Dept. of Economic Security - DDD

OPERATING PROCEDURES — HUMAN SERVICES TECHNICAL COMMITTEE

I. Purpose And Tasks

The Human Services Technical Committee, hereafter referred to as HSTC, is an advisory body to the Human Services Coordinating Committee, hereafter referred to as HSCC. All HSTC actions and recommendations are subject to the approval of the HSCC.

The major purpose of the HSTC is to advise the HSCC in the human services planning process. Some of the specific tasks that are the responsibility of the HSTC include:

1. Advise on priority human services problems existing in Maricopa County with a recognition of individual community differences.
2. Recommend specific service allocations for the Social Services Block Grant and comment on all other funding sources included in the scope of the MAG plan.
3. Recommend policy positions, as necessary, on issues affecting human services such as fee schedules, division of responsibilities, improving delivery system, and proposal review.
4. Prepare for HSCC review and recommendation to the Regional Council of the Maricopa Association of Governments an annual plan that includes the information outlined in Tasks 1 and 2.

II. Composition of HSTC

The HSTC is comprised of staff level counterparts to the members of HSCC along with other knowledgeable professional human services staff. Each entity has the responsibility of appointing its own representatives.

<u>Public Bodies</u>	<u>Private Non-Profit Agencies</u>
1 Maricopa County	5 Community Councils
4 City of Phoenix	2 United Ways
24 Each of the other incorporated cities in Maricopa County	1 Area Agency on Aging
7 Arizona DES District 1 Program Managers	46 Total Voting Members
1 Arizona Department of Health Services	
1 District 1 Regional Behavioral Health entity	

III. Term, Meeting Schedules And Responsibilities of HSTC Members

A. Term

1. The term of appointment will be for two years beginning January 1 of odd numbered years.
2. A member shall serve from the time of appointment for so long as the entity appointing the member is entitled to representation, or until such entity replaces the representative.

B. Meetings

1. The HSTC generally meets eight times a year at the MAG Office Building, 302 N. First Avenue, Suite 200 in Phoenix, Arizona. The location of the meetings may be changed. Special meetings may be called by the Chair.
2. Tentative agenda information is sent to all members one week prior to the meeting.
3. Members are expected to attend regularly. Members not attending three consecutive meetings without prior notification to the Chair of the HSTC may be asked to reconsider their ability to fulfill the responsibility of membership on the HSTC.
4. A voting alternate may be sent to the meeting if the Chair is notified verbally or in writing. The alternate must be a staff member or representative of the member entity who would be qualified to serve as a regular member of the HSTC.
5. A majority of the appointed members actively serving shall constitute a quorum. A newly appointed member shall not be considered actively serving and counted for quorum purposes until he or she has attended a regularly scheduled meeting.

C. Responsibilities

1. Regular meeting attendance.
2. Knowledge of the major human services issues and priorities of the entity represented.
3. Ability to assess and evaluate the various options and recommendations with MAG staff and make recommendations to the HSCC regarding:
 - priority human service problems
 - allocation levels
 - comments to funding sources
 - other policy issues applicable to human services.
4. Service on a Subcommittee.

5. Declaration of a Conflict of Interest

The primary concern of this Committee regarding conflict of interest relates to direct or indirect economic benefit to an HSTC member that may result from any decision or recommendation made by this Committee.

Each member of the Human Services Technical Committee who is in good standing may vote on issues that advise the Human Services Coordinating Committee. However, members are obligated to declare conflict of interest during any discussion before the Committee, and must abstain from discussion and voting.¹

IV. Organization of the HSTC

A. Officers

1. The HSTC shall elect a Chair and Vice-Chair at the January meeting, or as soon thereafter as may be practical, each year. The Chair and Vice-Chair may not represent the same entity.
2. The officers shall serve for a one-year term, or until their successors are selected, and may not hold consecutive terms.

B. Duties and Responsibilities

1. Chair:

Preside at all HSTC meetings, appoint committees, determine meeting agenda items and all other duties consistent with the position. The Chair is a non-voting member of the HSCC and is expected to attend the meetings of the HSCC. According to the policy of the Arizona Department of Economic Security, an HSTC member representing an entity that receives SSBG funds to provide services is ineligible to serve as HSTC Committee Chair.

2. Vice-Chair:

In the absence of the Chair, the Vice-Chair will exercise the duties and responsibilities of the Chair.

¹All public officers and employees of incorporated cities and towns are covered by the Arizona conflict of interest law. This includes the mayor, councilmembers and members of all appointed boards and commissions (parks, planning and zoning, libraries, etc.); the city manager, his or her appointees and all consultants; and full-time, part-time and contractual employees of the city or town. League of Arizona Cities and Towns, *You as a Public Official* . . . , December 1996.

C. Sub-Committees

1. The Chair of the HSTC shall appoint such sub-committees as may be needed to carry out the responsibilities of the HSTC.
2. Consideration shall be given in appointing committees to individual interest and expertise along with inclusion of representatives of various entities:

V. Approval and Changes in Operating Procedures

1. These Operating Procedures will become effective upon approval of the HSTC and ratification by the HSCC.
2. These Operating Procedures may be changed from time to time upon approval of the HSTC and ratification by the HSCC.

GLOSSARY OF HUMAN SERVICES TERMS

The following glossary of terms includes vocabulary used in the MAG human services plan. It is not inclusive, and serves as a tool for use by the human services committees.

access (see A.H.C.C.C.S.)

A.D.A. Americans with Disabilities Act of 1990. Public Law 101 -336, mandates that people with disabilities are to enjoy the same civil rights as the rest of American society on the basis of race, color, sex, national origin and religion set forth in the Civil Rights Act of 1964. Modeled after the Civil Rights Act of 1964 and Title V of the Rehabilitation Act of 1973, A.D.A. prohibits discrimination on the basis of disability in the following areas: private sector, employment, services rendered by state and local governments, places of public accommodation, transportation and telecommunications relay services.

adaptive aids and devices This service is targeted to persons with disabilities and provides or fabricates aids or devices which assist persons in performing normal daily activities.

Advance An annual meeting of the MAG Human Services Coordinating and Technical Committee members which is structured much like a *retreat*, but is held in the spirit of forward motion rather than backward action (or inaction). The activities of the *Advance* help set the direction and pace of the planning year, introduce new and returning Committee members to the planning process and to each other, and empowers members as human service need sensors, observers, reporters, advocates, and problem solvers.

adult A person between the ages of 18 and 59.

*adult day care/
adult day health
care* A service which provides planned care, supervision, activities, personal care, personal living skills training, meals and health monitoring in a group setting during a portion of a 24-hour day.

A. F. D. C. (See T.A.N.F.)

Aid to Families with Dependent Children - a federal financial assistance program that was targeted to children deprived of support or care due to death, divorce, absence, unemployment and/or disability of one or both parents. Ended in October, 1996 with enactment of the Personal Responsibility and Employment Opportunity Reconciliation Act of 1996. Commonly referred to as the "welfare reform act," A.F.D.C was replaced by a program called Temporary Assistance to Needy Families (T.A.N.F.).

agency (see community based agency)

Generally, an organization of state government. Arizona's Department of Education, Health, Economic Security, Transportation, etc. are headed by people appointed by the Governor.

<i>A.H.C.C.C.S.</i>	(pronounced like <u>access</u>) Health Care Cost Containment System. Arizona's demonstration Medicaid program which has been phased in. About 62 cents of federal funds match every 38 cents of state funds to support health care for people who are poor. The program capitates, or fixes, rates that may be paid to providers who contract to deliver services. A "gatekeeper" authorizes the services to eligible clients.
<i>A.L.T.C.S.</i>	(pronounced like <u>al-tex</u>) The Arizona Long Term Care System helps people of any age who need, or in the future might need, the same level of care that is available from a licensed institution or nursing home. All long term care applications are processed by AHCCCS, the system responsible for ALTCS administration and eligibility determinations. To be eligible for care funded and provided through ALTCS, a person must need this level of care, and must have income that does not exceed 300% of the federal Supplemental Security Insurance (SSI) benefit rate. State and federal funds are used for ALTCS services. Children with developmental disabilities are not subject to the income limitation on eligibility.
<i>Area Agency on Aging (AAA), Region One</i>	The Area Agency on Aging plans, develops and coordinates services for people living in Maricopa County who are elderly and advocates on behalf of its clients. The Agency develops a three-year plan and participates in MAG's planning and need assessments which target the needs of the elderly in Maricopa County. AAA receives federal funds through the Aging and Adult Division of the Arizona Department of Economic Security and competes for grants. AAA provides direct services and subcontracts with community agencies for services. The Area Agency also provides some services to persons with disabilities.
<i>autism</i>	A disabling condition characterized by a pervasive lack of responsiveness to other people, gross deficits in language and communication, bizarre responses to the environment, with onset most often prior to 30 months of age (Janicki and Wisniewski, eds., <u>Aging and Developmental Disabilities: Issues and Approaches</u> , 1985, p. 44 citing Grossman, 1983, p. 160).
<i>case management</i>	is one of the most heavily funded services in the MAG plan. This service assists individuals to identify the types of problems they are encountering, determines what types of services will assist in solving those problems, and connects the individuals to agencies which can provide the needed services. A plan is developed for the individual and the case manager follows up with the individual to ensure that the assistance is provided.
<i>cerebral palsy</i>	A nonprogressive disorder that is characterized by aberrations of motor function (paralysis, weakness, uncoordination) and often other manifestations of organic brain damage such as sensory disorders, seizures, mental retardation, learning disability and behavioral disorders (Janicki and Wisniewski, eds., <u>Aging and Developmental Disabilities: Issues and Approaches</u> , 1985, p. 44 citing Grossman, 1983, p. 163).
<i>child/children</i>	Individuals from the age of 0 up to age 18.

<i>community based agency</i>	A non-profit organization governed by a board of directors. Most social services in Arizona are delivered by this type of organization which may receive funds from federal, state, and local governments and private sector organizations, such as the United Ways. Some for-profit organizations also deliver services.
<i>community councils</i>	These voluntary, non-profit organizations mobilize community leaders to coordinate the use of existing resources to solve community problems identified by their community members, MAG and others, to develop programs, and to offer a vehicle for voluntary community planning and local community organization. At the present time, there are four community councils -- The Community Forum, Glendale Community Council, Southwest Community Network and Tempe Community Council.
<i>counseling</i>	A general term used in the State Dictionary and Taxonomy of Human Services which encompasses Supportive Intervention Guidance Counseling, a service that we have recommend in our plan. This service assists people in dealing with problems of independent living, at risk families, benefits, finance, homelessness, juvenile crime, adult crime, education, adoption, pregnancy, emergency telephone, employment and domestic violence.
<i>crisis intervention</i>	This service provides short-term shelter and counseling. In the MAG Human Services Plan, this service is targeted to victims of domestic violence and to children who are homeless, runaway, or abused.
<i>DES</i>	The Arizona Department of Economic Security, which is responsible for serving the target group populations in the MAG plan. DES and MAG have been involved in a joint planning process for human services since 1981. DES decides who to contract for service delivery.
<i>developmental day training</i>	Targeted to children with disabilities, this provides specialized sensorimotor, cognitive, communicative, social interaction and behavior training. Services provided at an early age can minimize the severity of a child's disabilities.
<i>developmental disability</i>	A severe, chronic disability of a person which is attributable to mental retardation, cerebral palsy, epilepsy or autism.
<i>disability</i>	A physical or mental impairment that substantially limits one or more major life activities and has a diagnosis of such impairment. Disabilities are described by various levels of severity of functional limitation.
<i>employment related program</i>	This group of services is targeted in the MAG plan to developmentally disabled individuals. It includes varying levels of training and/or work in sheltered and/or community settings, and job placement for transition to competitive employment in the community where possible.

EMPOWER

Employing and Moving People Off Welfare and Encouraging Responsibility was enacted by the Arizona Legislature in 1995. This state welfare reform initiative became effective on November 1, 1995 and pre dates the federal version of welfare reform, the *Personal Responsibility and Work Opportunity Reconciliation Act of 1996* (signed into law August 22, 1996). Many EMPOWER components are similar to the federal version of welfare reform. EMPOWER focused more on removing barriers that prevent people from seeking jobs, rewarded people for obtaining a job, and limited people to only two years of cash assistance. It is expected that the EMPOWER program will adapt as necessary to meet new federal requirements that focus on putting people to work immediately.

epilepsy

A convulsive disorder which subsumes a number of brain-centered nervous system disorders characterized as sudden seizures, muscle convulsions, and partial or total loss of consciousness due to abnormal patterns of discharges of brain cells (Office of Mental Retardation and Developmental Disabilities, New York State, 1984, p. 137). Update?

home care services

Our plan recommends funding these services for the elderly, persons with disabilities and persons with developmental disabilities. This group of services provides assistance in activities of daily living to those who are at risk of otherwise having to live in an institution. Coordinated in-home services may include housekeeping-chore/homemaker, home health aid, personal care and home nursing. This type of service helps to maintain an individual in the community setting regardless of the individual's expected improvement.

housing search and relocation

This service helps homeless families find permanent housing.

information and referral(I&R)

A generic service that provides a resource for people to get information and referrals for help. Community Information and Referral is a community agency based in Phoenix which provides information about available human services region wide. Their telephone service is available on a 7-day/week, 24-hour/day basis.

MAG

Maricopa Association of Governments

Needs Assessment Project (NAP)

The Maricopa County Survey Data Center conducts random phone, door-to-door and key informant surveys to gather self-identified needs of citizens in Maricopa County. Then Needs Assessment Project produces reports from this data set. This information supports the MAG planning process and a variety of human service, governmental and corporate clients.

notch group

This describes individuals whose needs are likely to be unmet because their incomes fall below the federal poverty level but above a specific program eligibility level. An example of a large group of people not eligible for services is those whose income is less than the federal poverty level but more than the allowable AHCCCS eligibility level. These people cannot receive state health services even though they are poor by federal definition.

<i>parenting skills training</i>	This service, funded with SSBG funds, provides training and instruction in child care, behavioral management and physical and emotional development. It is intended as a prevention service to reduce incidents of child abuse by parents who do not know how to deal with their children or who are considered at risk of abusing their children.
<i>prevention</i>	This service targets causes of some problems, and provides planned efforts to prevent specific conditions, illnesses, injuries or environmental hazards that could place an individual, group, or community at risk for a negative, social, physical, behavioral or health outcome.
<i>poverty line</i>	A federal income standard developed as an indicator of a family's ability to provide for food, housing and necessities. This measure was developed in 1963 by using the cost of the federal minimal diet and multiplying by three--assuming that a family spends one-third of after-tax income on food. This measure has been criticized because the food plan upon which it is based is not sufficient to provide wholesome meals for a family. This rate is calculated annually by the Social Security Administration, and has been adjusted annually since 1969. The poverty level for a family of four in 1996 was \$15,600.
<i>retardation (or mental retardation)</i>	is characterized by significantly subaverage general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period (Janicki and Wisniewski, eds., <u>Aging and Developmental Disabilities: Issues and Approaches</u> , 1985, p. 44 citing Grossman, 1983, p. 184).
<i>Regional Council</i>	The governing body of the Maricopa Association of Governments, composed of an elected official from each of 24 incorporated cities and towns, Maricopa County, the Gila River Indian Community, the Salt River Pima-Maricopa Indian Community, and representatives of the Arizona Department of Transportation and the Citizens' Transportation Oversight Committee for transportation related issues only.
<i>rehabilitation instructional service</i>	This service is targeted to persons with disabilities and is intended to provide training in community living skills and activities directed toward personal and social adjustment.
<i>services</i>	Help, assistance, or cash benefit(s).
<i>service intent(s)</i>	MAG includes service intents in its annual plan. These statements indicate the intended use of funds for specific purposes. Agencies applying for funds in the MAG plan must agree to provide their services according to the intents in order to receive funding.
<i>service provider</i>	An individual or organization which provides social or health services to individuals in the community.

<i>social development</i>	This service once was recommended in the MAG plan as a prevention service. It includes counseling and recreation/socialization. It had been targeted in the MAG plan to children who need positive role models and activities to assist them in their development.
<i>S.S.B.G.</i>	Social Services Block Grant is a federal fund source administered by the U.S. Department of Health and Human Services which goes to the Arizona Department of Economic Security. MAG plans for 13.98% of these funds. The <i>Personal Responsibility and Work Opportunity Reconciliation Act of 1996</i> effectively reduced overall funding for SSBG.
<i>SSI</i>	Supplemental Security Income. Eligibility for this cash assistance under the Social Security Act has been altered considerably since 1995. People whose primary disability is attributed to substance abuse no longer are eligible, and children whose developmental disability is described primarily as unacceptable behavior may be screened from eligibility in 1997. Sometimes, state funded assistance programs have been linked to one's eligibility for SSI.
<i>target group</i>	A population of people categorized by one or several common descriptive factors. Such a group is considered a "target" of assistance efforts, or funding, or both. The four <i>target groups</i> addressed directly by the MAG human services planning process are 1) adults, families and children, 2) elderly (age 60 or older) 3) persons with disabilities and 4) persons with developmental disabilities
<i>Taxonomy</i>	The <i>Arizona Dictionary and Taxonomy of Human Services</i> provides a common language and categorical structure that crosses all organizations providing human services. It is used for planning, budgeting, contracting, reporting and evaluating. Executive Order 88-26 requires participation in the Arizona Taxonomy of Human Services for several state agencies and invites other organizations to join.
<i>Tier I, II and III</i>	These terms refer to emergency (Tier I), transitional (Tier II) and permanent (Tier III) housing for homeless individuals and families. Several services in the MAG plan focus on these levels of housing and assistance for homeless individuals and families.
<i>Title XX</i>	Title XX of the Social Security Act was renamed Social Services Block Grant in 1981--(see SSBG) when a number of different federal funding sources were combined into a block grant by President Reagan.

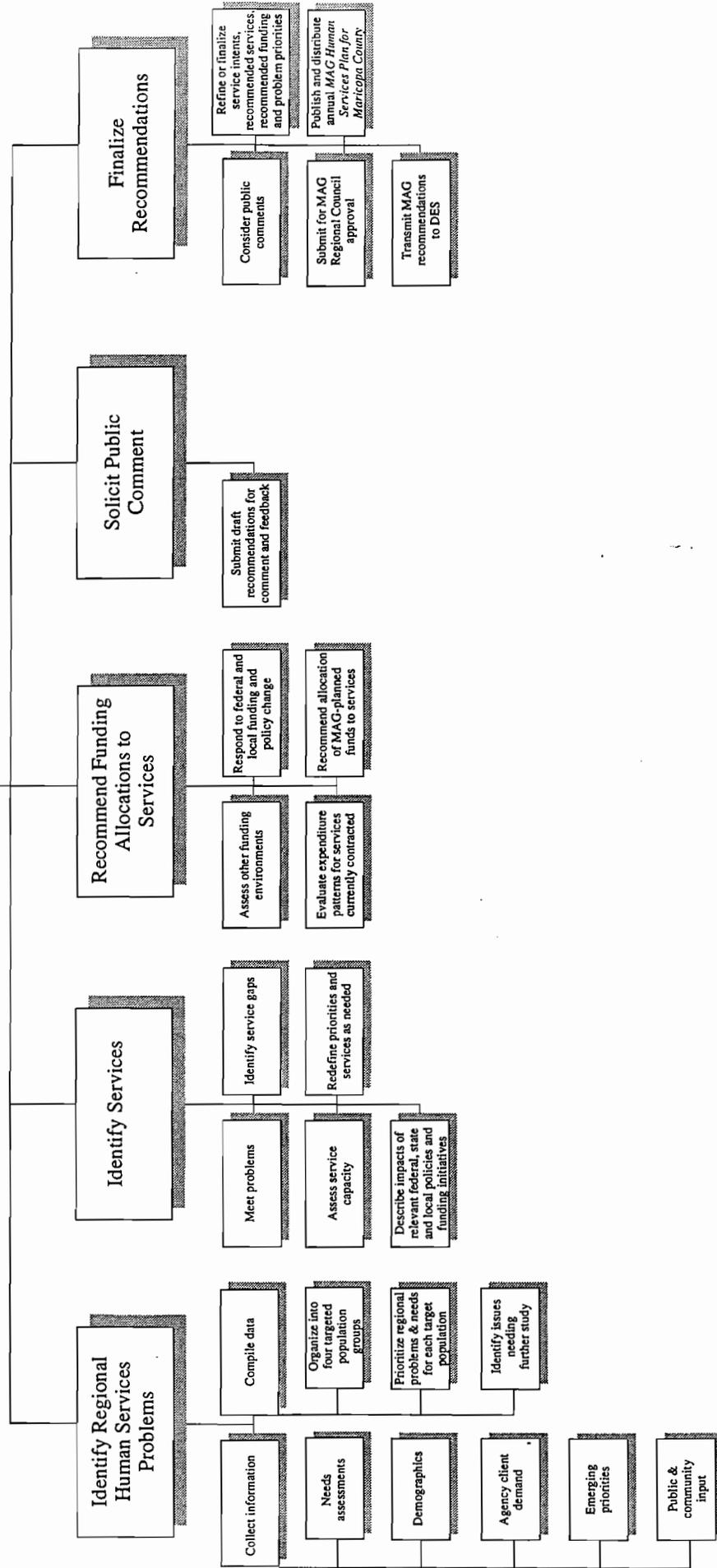
welfare reform

The federal *Personal Responsibility and Work Opportunity Reconciliation Act of 1996* culminated the national welfare reform debate in August 1996. It consists of nine components, or titles:

- I. Temporary Assistance to Needy Families (T.A.N.F.) Block Grants
- II. Supplemental Security Income (SSI)
- III. Child Support
- IV. Benefits for Immigrants
- V. Child Protection
- VI. Child Care Block Grant
- VII. Child Nutrition Programs
- VIII. Food Stamp Program
- IX. Social Services Block Grant (SSBG)

Medicaid and Electronic Benefits Transfer Systems (EBT) provisions/limitations are covered in Titles I & IV and Titles VIII & IX, respectively. This is a comprehensive piece of legislation with numerous provisions and far reaching implications. (See EMPOWER)

Developing the Annual Human Services Plan for Maricopa County



JAN → FEB → MAR → APR → MAY → JUN → JULY → AUG → SEP → OCT → NOV → DEC

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

