

CITY OF SURPRISE
Veterans, Disability and Human Service Commission Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Wednesday, August 12, 2020 @ 6:00 PM
COUNCIL CHAMBERS



NOTICE: In an effort to protect health and safety of city employees, residents, and visitors, the Council Chambers will be closed to the public during this meeting. The public may access the meeting by viewing a live stream or broadcast of the meeting. To watch live, please visit www.surpriseaz.gov/surprisetv, the Surprise City Gov Facebook page at www.facebook.com/cityofsurprise. Cox channel 11 and Century Link channel 8513 will also carry the meeting live.

For instructions on how to comment on agenda items and public hearings, please go to <https://bit.ly/3fwhjDH>

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Veterans, Disability and Human Services Commission

CALL TO THE PUBLIC:

Public comment will be taken through email or via phone. To submit email comments, including Call to the Public for non-agenda items, please email publiccomments@surpriseaz.gov. Comments for Call to the Public must be submitted prior to the start of the meeting. To comment on agenda items, emails must be submitted prior to the time(s) designated for public comment by the Commission Chair during the meeting or before the agenda item has otherwise concluded.

To comment live by phone for Call to the Public for non-agenda items or for agenda items, please call 623.222.1623 prior to, or during, the meeting to have your name placed on a callback list. If you reach voicemail, please leave your name and phone number. The Commission Liaison will call those wishing to comment from the dais during the meeting, and the call will be streamed through the Council Chamber audio system. Only calls received before Call to the Public for non-agenda items or before or during the time(s) designated for public comment by the Commission Chair during the meeting on the subject agenda item will be accepted and streamed. No calls will be accepted after the time(s) designated by the Commission Chair for public comment or after an agenda item has otherwise concluded.

CONSENT AGENDA:

REGULAR AGENDA ITEM - PUBLIC HEARING:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|--|--|
| 1. | Internal | Consideration and action pertaining to the approval of the February 12, 2020 Veterans, Disability and Human Services Commission meeting minutes. | None

Paul Bernardo
Human Svcs and
Comm Vitality |
|----|----------|--|--|

2.	Internal	Consideration and action pertaining to the approval of the March 11, 2020 Veterans, Disability and Human Services Commission meeting minutes.	None Paul Bernardo Human Svcs and Comm Vitality
3.	Internal	Presentation and discussion pertaining to the Veterans, Disability and Human Services Commission Strategic Plan.	None Human Svcs and Comm Vitality
4.	Internal	Consideration and action pertaining to the budget approval for consultant fees regarding the Veterans, Disability and Human Services Commission Strategic Plan.	None Paul Bernardo Human Svcs and Comm Vitality
5.	Internal	Presentation and discussion pertaining to open meeting laws, conflicts of interest, and gifts.	None Hobie Wingard Human Svcs and Comm Vitality
6.	Internal	Discussion pertaining to the 2020/2021 Care & Share Expo events and possible dates.	None Paul Bernardo Human Svcs and Comm Vitality
7.	Internal	Consideration and action pertaining to the Fiscal Year 2020-21 Veterans, Disability and Human Services Commission meeting dates.	None Paul Bernardo Human Svcs and Comm Vitality
8.	Internal	Consideration and action pertaining to the nomination and election of the Veterans, Disability and Human Services Commission Chair.	None Paul Bernardo Human Svcs and Comm Vitality
9.	Internal	Consideration and action pertaining to the nomination and election of the Veterans, Disability and Human Services Commission Vice Chair.	None Paul Bernardo Human Svcs and Comm Vitality
G.	Other Business and Future Agenda Items		
H.	Executive Session		

For information purposes: Upon a public majority vote of a quorum ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2));

or discussion or consultation for legal advice with the attorney or attorneys of the public body (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: August 5, 2020 at 2:05 PM

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Veterans, Disability and Human Service
Commission Meeting

Council Meeting Date: August 12, 2020

Contact Person: Paul Bernardo, Community
Services Partnership Manager

Submitting Department: Human Svcs and Comm
Vitality

District: Internal

Staff Recommendations: None

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the approval of the February 12, 2020 Veterans, Disability and Human Services Commission meeting minutes.

Motion:

I move to approve the February 12, 2020 Veterans, Disability and Human Services Commission meeting minutes.

Background:

The February 12, 2020 Commission minutes were included on the March 11, 2020 agenda; however, the vote failed due to absent members and abstentions.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 02.12.20 VDHS Commission Minutes

**CITY OF SURPRISE
VETERANS, DISABILITY, AND HUMAN SERVICES COMMISSION**

MEETING MINUTES

February 12, 2020 / 6:00 PM

**COUNCIL CHAMBERS
16000 North Civic Center Plaza
Surprise, AZ 85374**

CALL TO ORDER.

Vice-Chair Karissa Perry called the Veterans, Disability, and Human Services Commission Meeting to order at 6:00 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on February 12, 2020.

A. ROLL CALL

In attendance were Vice-Chair Karissa Perry and, Commissioners Larry Brown, Shawna Daigle, Steffen Hanzel, Bruce Hertzog, Tom Short, and Andrew Witzel. Chair George Van de Langeryt and Commissioners Kathryn Chandler, and Dan Moore were absent (all excused)

STAFF PRESENT:

Human Service & Community Vitality Director Seth Dyson, Community Partnerships Manager Paul Bernardo, Neighborhood Services Supervisor Adam Lane, Neighborhood Services Program Coordinator Adriane Clarke, Neighborhood Services Program Coordinator Terri Bowen and Commission Liaison Yvonne Lopez were present.

COUNCIL MEMBERS PRESENT:

None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

Vice Chair Perry announced the following upcoming events:

- Senior Center Sweetheart Dance
- Artisan Treasures Cool Daze Food Truck & Handmade Market
- Sunday in the Park Food Truck Festival
- Surprise Spring Training
- Lunchtime Theater West Valley Symphony Jam Session, Maestro Cal Stewart Kellogg's Jazz Quartet M
- WHAM Poetry Slam
- Community Forum Human Services Needs Assessment Results□

D. STAFF REPORT

Community Partnerships Manager Paul Bernardo gave a follow up on the Be Connected training. The needs assessment results forum will be held on February 28, at 10:30 at Dysart School District Governing Board Room. Vitalyst Health Foundation will present on what makes a healthy community. An RFP has been put out to lead the strategic plan for the Commission. The Commission has been asked to receive a special proclamation for Developmental Disabilities Awareness Month at the March 17 Council meeting. Special Disability inclusion awareness day at the ballpark Saturday, March 14, 2020, during a spring training game.□

CALL TO THE PUBLIC:

Vice Chair Perry opened the call to the public to discuss any items, not on the agenda.

Gisele Norberg, Community Outreach Liaison for Congresswoman Debbie Lesko's office spoke to the Commission regarding the resources her office provides for those with disabilities as well as Veterans. Congresswoman Debbie Lesko will be holding a Veteran Resource Rally Point on Saturday, March 14th, 2020 at 8 am- 12 pm at Rio Vista Recreation Center in Peoria, AZ.

Charles Collins, a resident, spoke to the Commission regarding A Night to Shine at Radiant Church, a prom night for those with Disabilities. Spencer's place is now open and One Step beyond has opened a new location in Scottsdale. Special Disability inclusion awareness day at the ballpark Saturday, March 14, 2020, during a spring training game.

Vice Chair Perry closed the call to the public.

CONSENT AGENDA:

None

REGULAR AGENDA ITEMS PUBLIC HEARING:

Item 1 – Citywide – Presentation and discussion pertaining to the CDBG and HOME needs hearing for the 2020-2024 Five Year Consolidated Plan and Program Year 2020 Annual Action Plan.

Community Partnerships Manager Paul Bernardo read a statement regarding conflict of interest. Members must be constantly on guard against conflicts of interest, whether real or perceived. Officials must not be involved in discussing or deciding any issue over which the board or commission may have jurisdiction and which may impact a financial or property interest of either the member or a family member. If a member believes that a conflict of interest (or even a possible conflict) exists, then the member must disclose the fact as soon as possible on the record.

Vice Chair Perry introduced Neighborhood Services Supervisor Adam Lane.

Adam Lane stated that the public hearing is to present and discuss the Community Development Block Grant program and HOME Needs for the year 2020-2024 Five year Consolidated Plan and program year 2020 Annual Action Plan.

This Needs public hearing is being held to provide an opportunity for organizations and citizens to comment and provide input on any housing and/or community development needs they have identified for providing decent housing, a suitable living environment, and expanded economic opportunities, principally for low- and moderate-income persons.□

Vice Chair Perry opened the public hearing.

Richard Jessen conference President from St. Vincent de Paul spoke to the Commission regarding CDBG Grants. They utilize CDBG funds for rental and utility assistance and will reapply for the grant.

Vice Chair Perry opened the discussion to commission member comments.

Hearing no comments, Vice Chair Perry closed the public hearing.

REGULAR AGENDA ITEMS NON-PUBLIC HEARING:

Item 2 – Internal – Consideration and action pertaining to approval of the January 12, 2020 Veterans, Disability and Human Services Commission meeting minutes.

Commissioner Brown made a motion to approve the January 12, 2020 Veterans, Disability, and Human Services Commission Meeting minutes. Commissioner Witzel seconded the motion. The motion passed with seven yes votes.

Item 3 – Citywide – Presentation, and discussion pertaining to an overview of Cancer Support Community Arizona.

Debbie DiCarlo, Director, from the Cancer Support Community Arizona, presented item 3 to the Commission.

The Commission discussed the following:

- Healthy Lifestyle
- Support
- Education
- Social
- Resources & Referrals

Item 4 – Citywide – Presentation and discussion pertaining to hiring and working with the blind and visually impaired.

David Steinmetz, Community, and Public Relations Manager with Arizona Industries for the Blind, and Terell Welch, Employment Liaison, from Arizona @ Work, presented item 4 to the Commission.

The Commission discussed the following:

- Employment Engagement
- Rehabilitation Services
- Apprenticeship Program
- Workforce Innovation and Opportunity Act
- AbilityOne Program

Item 5 – Citywide – Discussion and action pertaining to purchasing an event promotion table cover for the Veterans, Disability and Human Services Commission.

Community Partnerships Manager Paul Bernardo stated this is a budget request for purchasing a table cover for future events. Commissioner Brown made a motion to approve the purchase of a promotional table cover for use at events by the Veterans, Disability and Human Services Commission, not to exceed \$150.00. Commissioner Witzel seconded the motion. The motion passed with seven yes votes.

OTHER BUSINESS AND FUTURE AGENDA ITEMS:

The Commission had an open discussion regarding items they would like added to future agendas. Items included:

- Other resources for adaptive recreation
- Special Olympics
-

ADJOURNMENT:

Hearing no further business, Vice Chair Perry adjourned the Veterans, Disability, and Human Services Commission meeting at 7:48 p.m.

Paul Bernardo
Community Partnerships Manager

Karissa Perry
Veterans, Disability and Human Services Commission Vice Chair

The foregoing instrument is a full, true, and correct copy of the original document on file in the office of the City Clerk, City of Surprise, Arizona.

ATTEST BY: _____
Yvonne Lopez, Commission Liaison

DATE: _____



CITY OF SURPRISE
Veterans, Disability and Human Service
Commission Meeting

Council Meeting Date: August 12, 2020

Contact Person: Paul Bernardo, Community
Services Partnership Manager

Submitting Department: Human Svcs and Comm
Vitality

District: Internal

Staff Recommendations: None

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the approval of the March 11, 2020 Veterans, Disability and Human Services Commission meeting minutes.

Motion:

I move to approve the March 11, 2020 Veterans, Disability and Human Services Commission meeting minutes.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 03.11.20 VDHS Commission Minutes

**CITY OF SURPRISE
VETERANS, DISABILITY, AND HUMAN SERVICES COMMISSION**

MEETING MINUTES

March 11, 2020 / 6:00 PM

**COUNCIL CHAMBERS
16000 North Civic Center Plaza
Surprise, AZ 85374**

CALL TO ORDER.

Vice-Chair Karissa Perry called the Veterans, Disability, and Human Services Commission Meeting to order at 6:00 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on March 11, 2020.

A. ROLL CALL

In attendance were Vice-Chair Karissa Perry and Commissioners Kathryn Chandler, Dan Moore, Shawna Daigle, Steffen Hanzel, Julie Kent-Partridge, and Andrew Witzel. Chair George Van de Langeryt and Commissioners Larry Brown, Bruce Hertzog, Tom Short and were absent (all excused).

STAFF PRESENT:

Human Service & Community Vitality Director Seth Dyson, Human Services & Community Vitality Manager Joe Gladieux, Neighborhood Services Supervisor Adam Lane, Neighborhood Services Program Coordinator Adriane Clarke, Human Services Supervisor Jennifer Griffin and Commission Liaison Yvonne Lopez were present.

COUNCIL MEMBERS PRESENT:

None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

Vice Chair Perry announced the following upcoming events:

- Disability Inclusion Awareness Day at the Ballpark
- Veteran Workshop on VA Aid & Attendance benefits
- Sunday in the Park Food Truck Festival
- Surprise Spring Training
- Census Mailings Arrive March 12-20; Count for your Community
- City of Surprise State of the City & 60th Anniversary

D. STAFF REPORT

Human Service & Community Vitality Director Seth Dyson gave a follow up on the Community needs assessment results forum that was held in February.

Julie Kent-Partridge the newest member of the Commissioner gave her introduction and background.

CALL TO THE PUBLIC:

Vice Chair Perry opened the call to the public to discuss any items, not on the agenda.

Hearing none, Vice Chair Perry closed the call to the public.

CONSENT AGENDA:

None

REGULAR AGENDA ITEMS – PUBLIC HEARING

None

REGULAR AGENDA ITEMS NON-PUBLIC HEARING:

Item 1 – Internal – Consideration and action pertaining to approval of the February 12, 2020 Veterans, Disability and Human Services Commission meeting minutes.

Commissioner Daigle made a motion to approve the February 12, 2020 Veterans, Disability, and Human Services Commission Meeting minutes. Commissioner Hanzel seconded the motion. The motion failed with 5 yes, 2 abstain, and 4 absent.

Item 2 – Citywide – Consideration and action pertaining to the 2020 – 2024 Consolidated Plan Program Year 2020 Annual Action Plan and Analysis of Impediments to Fair Housing Choice.

With two Commissioners needing to recuse themselves from this item, Commissioner Witzel made a motion to table the item until the April 8, 2020 meeting, Commissioner Daigle seconded the motion. The motion passes seven yes votes.

Item 3 – Citywide – Presentation, and discussion pertaining to CDBG Program Year 2020 Annual Action Plan Funding Priorities, Sub recipient Selection, and Project Proposal Presentations.

With two Commissioners needing to recuse themselves from this item, Commissioner Witzel made a motion to table the item until the April 8, 2020 meeting, Commissioner Daigle seconded the motion. The motion passes seven yes votes.

Item 4 – Citywide – Presentation, and discussion pertaining to an overview of Community Legal Services.

Pam Bridge, Director of Advocacy and Litigation, from the Community Legal Services, presented item 4 to the Commission.

The Commission discussed the following:

- Eligibility
- Areas of Practice

- Housing Law
- Family Law
- Consumer Law
- Employment, Tax and Farmworker Law
- Health and Economic Stability Unit

Item 5 – Presentation and discussion pertaining to an overview of Blue Mountain Developmental Programs, LLC.

Terry Metzenberg, Chief Operations Officer, from the Blue Mountain Development Programs, LLC presented item 5 to the Commission.

The Commission discussed the following:

- Home and Community-Based Services to include Respite, Habilitation, Attendant Care and Employment
- Adult Day programs
- After School and Summer Programs

OTHER BUSINESS AND FUTURE AGENDA ITEMS:

The Commission had an open discussion regarding items they would like added to future agendas. Items included:

Hearing none, Vice Chair Perry requested a motion for adjournment.

ADJOURNMENT:

Hearing no further business, Vice Chair Perry adjourned the Veterans, Disability, and Human Services Commission meeting at 7:48 p.m.

Seth Dyson
Director, HSCV

Karissa Perry
Veterans, Disability and Human Services Commission Vice Chair

The foregoing instrument is a full, true, and correct copy of the original document on file in the office of the City Clerk, City of Surprise, Arizona.

ATTEST BY: _____
Yvonne Lopez, Commission Liaison

DATE: _____



CITY OF SURPRISE
Veterans, Disability and Human Service
Commission Meeting

Council Meeting Date: August 12, 2020 Contact Person:
Submitting Department: Human Svcs and Comm District: Internal
Vitality
Staff Recommendations: None

Consent: No	Regular: Yes	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Presentation and discussion pertaining to the Veterans, Disability and Human Services Commission Strategic Plan.

Motion:

Discussion only.

Background:

Between late May and December, 2019, I&E Consulting, LLC actively engaged with the Surprise human services community (both recipients and providers of services); residents and community advocates; faith communities; leaders/staff members of City of Surprise Human Services and public safety departments; volunteers; and members of nonprofit boards, commissions and coalitions to conduct a human services needs assessment for the community.

Using the information from the community needs assessment the Phoenix International Consultants will assist the VDHS Commission in aligning a strategic plan with the identification of data-driven needs and opportunities.

Objective Analysis:

The Mission of the Veterans, Disability & Human Services Commission is to promote the quality of life, accessibility and equity for all residents of Surprise, including those who are veterans or who experience disabilities, through cooperation with Surprise residents and any veterans, disability and human service organizations that serve the residents of Surprise.

Policy Compliant:

This item is compliant with City and Council policy.

Financial Impact:

There is no financial impact associated with this item, however future action related to this item will not exceed \$10,000.

Budget Impact:

There is no budget impact associated with this item, however future action related to this item will not exceed \$10,000 as budgeted in the Professional Outside Services line item of the Human Service & Community Vitality Department budget.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:



CITY OF SURPRISE
Veterans, Disability and Human Service
Commission Meeting

Council Meeting Date: August 12, 2020

Contact Person: Paul Bernardo, Community
Services Partnership Manager

Submitting Department: Human Svcs and Comm
Vitality

District: Internal

Staff Recommendations: None

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the budget approval for consultant fees regarding the Veterans, Disability and Human Services Commission Strategic Plan.

Motion:

I move to approve the allocation of \$5,000 from the VDHS Commission's budget toward the cost of fees associated with the facilitation of the strategic planning process for the VDHS Commission by Phoenix International Consultants.

Background:

Between late May and December, 2019, I&E Consulting, LLC actively engaged with the Surprise human services community (both recipients and providers of services); residents and community advocates; faith communities; leaders/staff members of City of Surprise Human Services and public safety departments; volunteers; and members of nonprofit boards, commissions and coalitions to conduct a human services needs assessment for the community.

In June of 2020, Phoenix International Consultants was awarded a contract to facilitate a strategic planning process with the commission and city staff in response to an informal request for quotes by the City's Human Services and Community Vitality Department.

Using the information from the community needs assessment the consultant will assist the VDHS Commission in aligning a strategic plan with the identification of data-driven needs and opportunities.

Objective Analysis:

The Mission of the Veterans, Disability & Human Services Commission is to promote the quality of life, accessibility and equity for all residents of Surprise, including those who are veterans or who experience disabilities, through cooperation with Surprise residents and any veterans, disability and human service organizations that serve the residents of Surprise.

Policy Compliant:

Sec. 2-298 (d) (4) of the Surprise Municipal Code directs the commission to review and make recommendations on activities of the city, government agencies, non-profit and private entities relating

to delivery of human services to the community to strengthen existing and develop new programs or services for residents of Surprise.

Financial Impact:

The total financial impact of this item is \$10,000 and includes all costs associated with travel, materials and equipment to complete the project.

Budget Impact:

The budget impact is to the commission is \$5,000. The current commission budget to be utilized has \$10,000 under Professional Outside Services.

The remaining \$5,000 will be taken from the Human Service & Community Vitality Department's General Fund.

FTE Impact:

There is no FTE impact for this item.

ATTACHMENTS:



CITY OF SURPRISE
Veterans, Disability and Human Service
Commission Meeting

Council Meeting Date: August 12, 2020 Contact Person: Hobie Wingard
Submitting Department: Human Svcs and Comm District: Internal
Vitality
Staff Recommendations: None

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Presentation and discussion pertaining to open meeting laws, conflicts of interest, and gifts.

Motion:

Discussion only.

Background:

The City Attorney's Office will present the Arizona State law requirements for meetings of public bodies, the purpose of the law, definitions, and communications. Conflicts of interest and gifts will also be discussed during this presentation to the Commission.

Objective Analysis:

This presentation ensures compliance with state law regarding open meeting laws, conflicts of interest, and gifts.

Policy Compliant:

This presentation is compliant with City and Council policies.

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:

1. Presentation
-



OPEN MEETING LAW TRAINING

LEGAL DEPARTMENT, JANUARY 15, 2019

OPEN MEETING LAW

. . . opening the window on how government works in Arizona



A.R.S §38-431.01(A)

Arizona law states:

All meetings of any public body must be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies must occur during a public meeting.

PURPOSE OF THE OPEN MEETING LAW

To ensure that the public has an opportunity to observe what the government is doing, and how it is being done.

STATE POLICY A.R.S. §38.431.09

- Meetings of public bodies must be conducted openly.
- Notices and agendas provided for meetings with information reasonably necessary to inform the public of matters to be discussed or decided.
- Construe OML in favor of “open and public meetings.”
- Discuss or take action ONLY on items that are on the agenda.

WHAT IS A MEETING?

Meeting: the gathering, in person or through technological devices, of a quorum of members of a public body at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action.

A.R.S. § 38-431(4).

“... in person or through technological devices”

WHETHER

- All together in one room, OR
- One or more of the people participating by phone, OR
- One or more participating by computer, video chat, or phone
- Over time rather than all at once.

...it is all considered a meeting

Another way to define meeting...

1. Phone calls.
2. Emails-be careful responding to emails. Using “Reply All” and Forwarding emails may lead to OML trouble.
3. Serial meeting-less than a quorum present. Later the same discussion is had with other members.
4. Social events-when in doubt, post as possible quorum.
5. Social media-be careful “liking” comments, emerging area of law.

Are social events meetings?

- A.G. recommends that the event be posted if a quorum will be present.
- Identify time, date, location, and purpose.
- State that no legal action will be taken – *and then don't talk about city business!*
- It does not matter what label is placed on a gathering; it may be called a "work" or "study" session, or the discussion may occur at a social function.

Ariz. Att'y Gen. Op. I79-4 (¶7.5.1).

ALTERNATIVE COMMUNICATIONS

- Letters
- Blogs
- Media (e.g. newspaper, radio)
- Social Media (e.g. Facebook, Twitter)

(Cannot use alternative methods of communication to circumvent Open Meeting Laws.)

COMMUNICATION WITH STAFF

- Council/Board may communicate with staff.
- Staff may provide the Council/Board with reports or other information outside a public meeting.
- Staff may not be used to side step the open meeting law.

SPECIAL KIND OF MEETING:

EXECUTIVE SESSION

- City Clerk is responsible for noticing the public of all meetings, including executive sessions.
- Majority of Council/Board must vote to convene into executive session.
- Only members of the public body and those individuals whose presence is reasonably necessary for the public body to carry out its duty are permitted to attend the executive session.

SPECIAL KIND OF MEETING:

EXECUTIVE SESSION, cont.

- Legal Advice
- Litigation, Contract Negotiations, and Settlement Discussions
- Purchase, Sale or Lease of Real Property

SPECIAL KIND OF MEETING:

MORE INFREQUENT PURPOSES FOR EXECUTIVE SESSIONS

- Confidential records
- Salary negotiations with employee organizations
- Negotiation direction for International, Interstate or Tribal organizations

SPECIAL KIND OF MEETING

EXECUTIVE SESSION, cont.

- Discussion ONLY.
- Can give direction in some cases.
- Must keep minutes of e-session.
- Minutes are confidential except in limited circumstances.

PENALTIES FOR VIOLATING THE OPEN MEETING LAW

ARS § 38-431.07

- Civil Penalty up to \$500
- Removal from Office for Intentional Violations
- Plus court costs and attorney fees
- City cannot represent you or pay for a lawyer to represent you.



Conflict of interest

Arizona statutory law requires public officers (or employee) who have a conflict of interest to do two things...

- 1) Disclose the interest
- 2) Refrain from **any** participation in the matter.

A.R.S. §§ 38-501 to 511.

WHAT IS A CONFLICT OF INTEREST?

- A PUBLIC OFFICER OR EMPLOYEE
- WHO HAS (OR HIS RELATIVE HAS)
- A SUBSTANTIAL INTEREST

SUBSTANTIAL INTEREST?

- A NON-SPECULATIVE
- PECUNIARY (financial)
- PROPRIETARY (business)
- EITHER DIRECT OR INDIRECT

RELATIVES

- Your spouse
- Your children
- Your grandchildren
- Your parents
- Your grandparents
- Your siblings by full or half-blood & their spouses
- Your spouse's parent, brother, sister or child

WHAT ALL APPOINTED OFFICIALS NEED TO KNOW.

- Conflicts can happen-just don't try to influence the decision or vote. Always disclose the interest.
- When in doubt --- ASK!!
- What to do at the meeting when you have a conflict? – Refrain from participation.

GIFTS



Can you accept them? Can you give them?

GIFTS - Accepting

- Public officers are prohibited from using or attempting to use their position to secure any benefit or anything of value.
 - A.R.S. § 38-504(c)
- Public officers are prohibited from agreeing to receive or receiving compensation other than as provided by law for services they render.
 - A.R.S. § 38-505(A)

Exceptions

- *De minimis* gifts, i.e.:
 - 1) Unsolicited advertising or promotional material such as pens, scratch pads, calendars, etc... (basically trinkets).
 - 2) Other items of nominal value (e.g. box of candy or fruitcake) that are merely tokens of appreciation and not related to any particular transaction.

Ask yourself

- How would you feel if the Arizona Republic ran a story about you receiving the gift?
- Would a citizen question whether the gift is intended to buy influence?

- If you have any reservation or question about the propriety of a gift or gratuity, the best practice is always to:

DECLINE



QUESTIONS OR COMMENTS?

Thank You



CITY OF SURPRISE
Veterans, Disability and Human Service
Commission Meeting

Council Meeting Date: August 12, 2020

Contact Person: Paul Bernardo, Community
Services Partnership Manager

Submitting Department: Human Svcs and Comm
Vitality

District: Internal

Staff Recommendations: None

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Discussion pertaining to the 2020/2021 Care & Share Expo events and possible dates.

Motion:

Discussion only.

Background:

The Care & Share Expo was a free community event held on October 5, 2019 creating connections to human service organizations, as well as disability, veteran and health resources. The event was a one stop shop source for accessing programs and services that promote health, financial growth, and self-empowerment.

Objective Analysis:

The Mission of the Veterans, Disability & Human Services Commission is to promote the quality of life, accessibility and equity for all residents of Surprise, including those who are veterans or who experience disabilities, through cooperation with Surprise residents and any veterans, disability and human service organizations that serve the residents of Surprise.

This item is placed on the agenda to allow the commission the opportunity to discuss possible dates for the 2020 event or need for a 2021 date.

Policy Compliant:

Sec. 2-298 (d) (4) of the Surprise Municipal Code directs the commission to review and make recommendations on activities of the city, government agencies, non-profit and private entities relating to delivery of human services to the community to strengthen existing and develop new programs or services for residents of Surprise.

Financial Impact:

There is no financial impact associated with this item.

Budget Impact:

There is no budget impact associated with this item, however future action may lead to budget impact.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:



CITY OF SURPRISE
Veterans, Disability and Human Service
Commission Meeting

Council Meeting Date: August 12, 2020

Contact Person: Paul Bernardo, Community
Services Partnership Manager

Submitting Department: Human Svcs and Comm
Vitality

District: Internal

Staff Recommendations: None

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the Fiscal Year 2020-21 Veterans, Disability and Human Services Commission meeting dates.

Motion:

I move to approve the Fiscal Year 2020-21 Veterans, Disability and Human Services Commission meeting schedule.

Background:

Sec. 2-295(12)(c) of the Surprise Municipal Code requires that: "Each body must establish an annual schedule for regular meetings designating the time, date and location for such regular meetings."

Objective Analysis:

This action sets the meeting schedule for FY2021 for the Commission.

Policy Compliant:

This action is compliant with City and Council Policy.

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. FY21 VDHS Commision Meeting Schedule - Revised

**CITY OF SURPRISE
VETERANS, DISABILITY, AND HUMAN SERVICES COMMISSION
FY21 MEETING SCHEDULE**

**COUNCIL CHAMBERS
16000 North Civic Center Plaza
Surprise, AZ 85374
6:00 p.m.**

Wednesday, August 12, 2020

Wednesday, September 9, 2020

Wednesday, October 14, 2020

Wednesday, December 9, 2020

Wednesday, January 13, 2021

Wednesday, February 10, 2021

Wednesday, March 10, 2021

Wednesday, April 14, 2021

Wednesday, May 12, 2021

Wednesday, June 9, 2021



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Services Partnership Manager

Submitting Department: Human Svcs and Comm
Vitality

District: Internal

Staff Recommendations: None

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the nomination and election of the Veterans, Disability and Human Services Commission Chair.

Motion:

I move to elect (insert name here) to the position of Chair of the Veterans, Disability and Human Services Commission.

Background:

A chair for the Commission must be elected pursuant to the Surprise Municipal Code, Sec. 2-295(11).

Nominations will take place and a paper ballot will be available in the event numerous commissioners are nominated. A motion, second, and a roll call vote will follow the paper ballots.

Objective Analysis:

This action allows for the nomination and election of a Chair for the Commission.

Policy Compliant:

This action is compliant with the City and Council policies.

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:



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Vitality

District: Internal

Staff Recommendations: None

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the nomination and election of the Veterans, Disability and Human Services Commission Vice Chair.

Motion:

I move to elect (insert name here) to the position of Vice Chair of the Veterans, Disability and Human Services Commission.

Background:

A vice chair for the Commission must be elected pursuant to the Surprise Municipal Code, Sec. 2-295(11).

Nominations will take place and a paper ballot will be available in the event numerous commissioners are nominated. A motion, second, and a roll call vote will follow the paper ballots.

Objective Analysis:

This action allows for the nomination and election of a vice-chair for the Commission.

Policy Compliant:

This action is compliant with City and Council policies.

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:
