



CITY OF SURPRISE
Veterans, Disability and Human Service Commission Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Wednesday, October 14, 2020 @ 6:00 PM
COUNCIL CHAMBERS

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

CALL TO THE PUBLIC:

NOTICE: In an effort to protect health and safety of city employees, residents, and visitors, the Council Chambers will be partially open to the public with limited seating. 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/3k2NIV1>

CONSENT AGENDA:

REGULAR AGENDA ITEM - PUBLIC HEARING:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|---|--|
| 1. | Internal | Consideration and action pertaining to the approval of the September 9, 2020 Veterans, Disability and Human Services Commission meeting minutes. | Human Svcs and
Comm Vitality |
| 2. | Citywide | Presentation and discussion pertaining to Accessible Voting. | None

Sherry Aguilar
Human Svcs and
Comm Vitality |
| 3. | Internal | Discussion and update on the Care and Share Expo Virtual Campaign. | None |
| 4. | Internal | Consideration and action pertaining to the approval of a revision to the Veterans, Disability, and Human Services Commission meeting schedule for Fiscal Year 2021. | Human Svcs and
Comm Vitality

None

Human Svcs and
Comm Vitality |

- | | | | |
|----|----------|---|---|
| 5. | Internal | Discussion and introduction to the Veterans, Disability, and Human Services Strategic Plan. | None |
| | | | Seth Dyson
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: October 2, 2020 at 3:45 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: October 14, 2020 Contact Person:
Submitting Department: Human Svcs and Comm District: Internal
Vitality
Staff Recommendations:

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

Agenda Wording:

Veteran's Recognition and Acknowledgement

Motion:

Background:

Recognition and acknowledgement by Commission members for veterans. There is no November meeting for the VDHS Commission due to the regularly scheduled meeting date falling on Veteran's Day. This will provide the Commission with the opportunity to recognize and acknowledge veterans for Veteran's Day.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Veterans, Disability and Human Service
Commission Meeting

Council Meeting Date: October 14, 2020 Contact Person:
Submitting Department: Human Svcs and Comm District: Internal
Vitality
Staff Recommendations:

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

Consideration and action pertaining to the approval of the September 9, 2020 Veterans, Disability and Human Services Commission meeting minutes.

Motion:

I move to approve the September 9, 2020 Veterans, Disability and Human Services Commission meeting minutes.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 09.9.20 VDHS Commission Minutes
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**CITY OF SURPRISE
VETERANS, DISABILITY, AND HUMAN SERVICES COMMISSION**

MEETING MINUTES

September 9, 2020 / 6:00 PM

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

CALL TO ORDER.

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 September 9, 2020.

A. ROLL CALL

In attendance were Chair Karissa Perry, Vice-Chair Andrew Witzel and Commissioners, Kathryn Chandler, Shawna Daigle, Dan Moore, Steffen Hanzel, Julie Kent-Partridge, Larry Brown, Jason Cooper and Andrew Witzel. Commissioners Larry Brown (excused) and Bruce Hertzog were absent.

STAFF PRESENT:

Human Service & Community Vitality Director Seth Dyson, Sergeant Greg Welch, Neighborhood Services Supervisor Adam Lane, Financial Analyst, Sr. Deb Perry and Neighborhood Services Coordinator Terri Bowen were present.

COUNCIL MEMBERS PRESENT:

None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

Chair Perry announced the following upcoming events:

- On September 24th, from 2pm -4pm a virtual meeting will be held regarding the Transportation Impact Fee study. Please visit www.surpriseaz.gov for more information.
- On September 12th, Surprise residents have a free non-hazardous waste drop off day at the Northwest Regional Landfill.
- Day of Service event to be held on October 10th please contact Larry Garcia 623.222.1522 for more information.
- As a reminder, the Surprise Resource Center has some great resources, rental, utility, and employment assistance. They can be reached at 623.222.1600..

Commissioner Kent-Partridge announced on September 12th from 5am – 9am free vision exams are available through Market on the Move at 1741 W Rose Garden Lane.

D. STAFF REPORT

Director Dyson provided the Commission with service number updates from the Resource Center as requested by Commission in August.

CALL TO THE PUBLIC:

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

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

CONSENT AGENDA:

None

REGULAR AGENDA ITEMS – PUBLIC HEARING

Item 1 – Discussion pertaining to the Community Development Block Grant (CDBG) Consolidated Annual Performance Evaluation Report (CAPER) for program year 2019.

Adam Lane, Neighborhood Services Supervisor presented the report to the Commission.

The Commission had discussion regarding the Habitat for Humanity project and encouraged volunteering at that site.

Commissioner Hanzel asked if the PY2019 funds were fully expended, Supervisor Lane advised there was some funding that carried forward and is allocated for the Gaines Ballfield project.

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

REGULAR AGENDA ITEMS NON-PUBLIC HEARING:

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

Vice Chair Witzel made a motion to approve the August 12, 2020 Veterans, Disability, and Human Services Commission Meeting minutes. Commissioner Hanzel seconded the motion. The motion carried with 9 yes votes.

Item 3 – Presentation and discussion of an overview of the Sounds of Autism.

Cricket Barrientos presented the item to the Commission.

Item 4 – Discussion and possible action pertaining to dates for the next Care and Share Expo.

The Care & Share working group discussed tentative dates for the next Care and Share event that included November 11, 2021 or November 13, 2021. The commission felt the event

would reach more people by scheduling after the Veteran's Day parade. Staff was directed to start communications with Parks and Recreation about a joint event.

To assist individuals needing assistance now, the Commission would like to plan a social media push and print ads of available services. Reference will be made to the Surprise Resource Center and the Resource Guide.

OTHER BUSINESS AND FUTURE AGENDA ITEMS:

A request for SARC to come present was made by Commissioner Kent-Partridge.

ADJOURNMENT:

Commissioner Daigle made a motion to adjourn the meeting of the Veterans, Disability & Human Services Commission of September 9, 2020 at 7:21 p.m. Vice Chair Witzel seconded the motion. The motion carried with 9 yes votes.

Seth Dyson
Director, HSCV

Karissa Perry
Veterans, Disability and Human Services Commission 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:

Deb Perry, Commission Liaison

DATE:



CITY OF SURPRISE
Veterans, Disability and Human Service
Commission Meeting

Council Meeting Date: October 14, 2020
Submitting Department: Human Svcs and Comm
Vitality
Staff Recommendations: None

Contact Person: Sherry Aguilar, City Clerk
District: Citywide

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

Presentation and discussion pertaining to Accessible Voting.

Motion:

Discussion only

Background:

The City Clerk will lead a discussion on Accessible Voting.

Objective Analysis:

Policy Compliant:

This discussion is compliant with City and Council policy.

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:



CITY OF SURPRISE
Veterans, Disability and Human Service
Commission Meeting

Council Meeting Date: October 14, 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

Agenda Wording:

Discussion and update on the Care and Share Expo Virtual Campaign.

Motion:

Discussion only

Background:

On September 9, 2020 the VDHS Commission decided to share resources for assistance virtually in place of an in person event in October.

Objective Analysis:

This agenda item is to update the Commission on the progress being made with the campaign to share resources with the public via social media platforms and print advertising.

Policy Compliant:

This item is compliant with City and Council Policy.

Financial Impact:

There will be costs associated with print advertising and social media platform ads. Total expenditures are unknown at this time but will fall below the allocated budget of \$5,000.

Budget Impact:

The Commission has a budget to cover any associated costs with the Care and Share Event. Original allocated amount for the event was \$5,000.

FTE Impact:

N/A

ATTACHMENTS:



CITY OF SURPRISE
Veterans, Disability and Human Service
Commission Meeting

Council Meeting Date: October 14, 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

Agenda Wording:

Consideration and action pertaining to the approval of a revision to the Veterans, Disability, and Human Services Commission meeting schedule for Fiscal Year 2021.

Motion:

I move to approve the revised Veterans, Disability and Human Services Commission meeting schedule for Fiscal Year 2021.

Background:

In order to complete the Strategic Plan for the Commission, two retreat dates are needed to be added to the schedule, which was previously approved August 12, 2020

Objective Analysis:

This action allows the commission to add two dates to the meeting schedule. These meetings will be used for the Strategic Planning Retreat.

Policy Compliant:

This action is compliant with City and Council Policy.

Financial Impact:

None

Budget Impact:

None

FTE Impact:

None

ATTACHMENTS:

1. 20.09.28 Revised FY21 VDHS Commission Meeting Schedule
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**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.**

NO MEETINGS IN JULY 2020 SUMMER BREAK

Wednesday, August 12, 2020

Wednesday, September 9, 2020

Wednesday, October 14, 2020

Wednesday, October 21, 2020, Strategic Plan retreat (Start time 5:00pm)

Thursday, October 22, 2020, Strategic Plan retreat (Start time 5:00pm)

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



CITY OF SURPRISE
Veterans, Disability and Human Service
Commission Meeting

Council Meeting Date: October 14, 2020
Submitting Department: Human Svcs and Comm
Vitality
Staff Recommendations: None

Contact Person: Seth Dyson, DIRECTOR - HSCV
District: Internal

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

Discussion and introduction to the Veterans, Disability, and Human Services 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.

This human services community needs assessment was the first of its kind for the City to be commissioned in conjunction with the City's Veterans, Disability and Human Services Commission (VDHS) and the City Council for use in the City's planning process. The assessment includes a prioritized list of recurrent needs common to all population groups, a prioritized list of services needed by each population group, prioritized recommendations and best practice strategies to address the gaps, and prioritized suggestions for local and/or regional partnership strategies.

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:

This agenda item will introduce the planning philosophy for the VDHS Strategic Plan with Phoenix International Consultants, Inc.

Policy Compliant:

This item is compliant with City and Council Policy.

Financial Impact:

The cost associated with the Strategic plan is \$10,000. Funds have already been allocated out of the Human Service & Community Vitality budget.

Budget Impact:

This item has been included in the FY21 Human Service and Community Vitality Department budget. \$5,000 is coming from the funding allotted to the VDHS Commission and \$5,000 is coming from the HSCV administrative budget.

FTE Impact:

None

ATTACHMENTS:

1. Human Services Community Vitality in Surprise Agenda Formalize Work Strategy Session 2020
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Human Services & Community Vitality in Surprise— A Community That Cares...

Strategy Session Planning Discussion

Agenda

- Welcome and Intros
- Meeting Goal – Needs assessment review and strategy session preparation and planning
- Timeline Review
 - October Strategy and documentation
 - October draft completion
 - November final presentation
- Strategy session schedule
 - Two 4 hour day sessions
 - October 21st and October 22nd
 - Virtual and In-person options
- Needs Assessment
 - Surprise Human Services [Needs](#) Assessment
- Strategy Guidance
 - What is [Strategic](#) Planning
- Q&A