



CITY OF SURPRISE
Veterans, Disability and Human Services Commission
16000 N. Civic Center Plaza
Surprise, AZ 85374
Wednesday, November 8, 2023 @ 6:00 PM
COUNCIL CHAMBERS

- 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:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

CONSENT AGENDA:

REGULAR AGENDA ITEM - PUBLIC HEARING:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|--|--|------------------------------|
| 1. | Citywide | Consideration and action pertaining to the October 11, 2023 Veterans, Disability and Human Services Commission meeting minutes. | Human Svcs and Comm Vitality |
| 2. | Citywide | Consideration and action pertaining to the October 30, 2023 Veterans, Disability, and Human Services Commission Retreat minutes. | Human Svcs and Comm Vitality |
| 3. | Citywide | Presentation and possible action pertaining to a VDHS Challenge Coin. | Human Svcs and Comm Vitality |
| 4. | Citywide | Discussion pertaining to a VDHS supported quarterly Disabilities Roundtable. | Human Svcs and Comm Vitality |
| 5. | Citywide | Discussion pertaining to the proposed Surprise Vet Fest. | Human Svcs and Comm Vitality |
| 6. | Citywide | Discussion pertaining to the VDHS Commission participation in the Surprise Veterans Day Parade. | Human Svcs and Comm Vitality |
| 7. | Citywide | Discussion and possible action on an updated VDHS Strategic Plan. | 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

KRISTI PASSARELLI, CITY CLERK

POSTED: Thursday, November 2, 2023 @ 4:45 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 Services
Commission

Council Meeting Date: November 8, 2023 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Agenda Wording:

Consideration and action pertaining to the October 11, 2023 Veterans, Disability and Human Services Commission meeting minutes.

Motion:

I move to approve the October 11, 2023 Veterans, Disability and Human Services Commission meeting minutes.

Background:

N/A

Objective Analysis:

N/A

Policy Compliant:

This item is compliant with city and council policies.

Financial Impact:

None

Budget Impact:

None

FTE Impact:

None

ATTACHMENTS:

1. 10.11.23 VDHS Commission Minutes - DRAFT
-

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

COMMISSION REGULAR MEETING MINUTES

October 11, 2023 / 6:00 PM

**City Council Chambers
16000 North Civic Center Plaza
Surprise, AZ 85374**

CALL TO ORDER.

Chair Hanzel 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 October 11, 2023.

ROLL CALL

In attendance were Chair Steffen Hanzel, Commissioners Phillip Lair, Dr. Gwen Maxfield, Shawna Daigle, Julie Kent-Partridge, and John Billcheck. Nickolas Kupper arrived at 6:05 p.m.

Councilmembers Present: Aly Cline

PLEDGE OF ALLEGIANCE

STAFF PRESENT:

Human Services & Community Vitality Director Seth Dyson, Assistant Director Deb Perry, Administrative Specialist Athba Arnold.

CURRENT EVENTS REPORT

Chair Hanzel reported on the following upcoming events:

- The 2040 General Plan is entering the approval stages. The Plan guides development for the city and is a two-year process of development and approval. The Plan goes for ratification by voters in August 2024. Three public hearings will be held:
 - Planning and Zoning Commission on October 5, 2023 at 6:00 p.m. at AZTechCelerator.
 - Planning and Zoning Commission on November 2, 2023 at 6:00 p.m. at City Hall.
 - City Council on December 5, 2023 at 6:00 p.m. at City Hall.
- A Day of Service is scheduled for Saturday, October 14th at 8:00 a.m. To register, please contact Larry Garcia at larry.garcia@surpriseaz.gov.
- The 9th Annual Veteran's Day Parade is scheduled for Saturday, November 11th at 10:00 a.m. on Bullard Avenue between Paradise and Tierra Buena Lanes. Entries are currently being accepted at the Parks & Recreation Department office or online at surpriseaz.gov.

- October is National Disability Employment Awareness month, honoring achievements of employees with disabilities and highlights inclusive, supportive employment policies and practices.

Commissioner Dr. Maxfield update regarding the working for the Grand Marshal selection eligibility:

- Surprise residents preferred, current or former
- Some tie to Surprise preferred
- Some tie to military
- Veteran or veteran family member preferred
- One time honor, no repeats
- No current elected officials or current VDHS Commissioners
- No self-nominations allowed

The application process for nominations must answer the following questions:

- What has the nominee done for Surprise?
- What has the nominee done for the military, veterans or veteran service organizations?
- Bio is required
- Why should the commission choose this nominee?

The timeline for the selection process will be:

- Commission launch in June
- Open July to Labor Day
- Committee will choose top 3 candidates. At this time, no rubric will be used but could be introduced later if need be
- Commission review and discuss at the September meeting

Commissioner Lair updated the commission on the upcoming veteran's resource event. The event has an official name - Surprise Vet Fest. Will be attending next Veteran's Roundtable handing out sign-up sheets. Staff is working on sponsorship forms for the event. Veteran vendors first. Others will be evaluated as received.

Several Commissioners commented on the Surprise Interfaith Golden Rule Breakfast and how successful it was. The Community Legend Awards were handed out and the Chair commented that the entire Commission should be up front during the awards presentation in the future.

STAFF REPORT

Director Dyson welcomed Athba Arnold to the Human Services & Community Vitality team. She will be the new liaison to the commission. Athba joins us from the Resource Center and brings a wealth of knowledge.

An email will be sent tomorrow to narrow down the date for the second retreat. The commission was asked to respond to the dates that best coordinate with their schedules.

CALL TO THE PUBLIC:

None.

CONSENT AGENDA:

None.

REGULAR AGENDA ITEMS - PUBLIC HEARING:

None.

REGULAR AGENDA ITEMS - NON-PUBLIC HEARING:

Item 1 – Citywide – Consideration and action pertaining to the September 13, 2023 Veterans, Disability & Human Services Commission meeting minutes.

Commissioner Billcheck moved to approve the September 13, 2023 Veterans, Disability & Human Services Commission meeting minutes as amended. Commissioner Lair seconded the motion. The motion passed with 7 Yes votes.

Item 2 – Citywide – Presentation and discussion pertaining to the services offered by Just Serve.

Joe Sibley made the presentation to the commission.

Item 3 – Citywide – Discussion and possible action pertaining to the Surprise Police Department autism and cognitive training opportunity.

Lieutenant Garrick Boxberger made the presentation to the commission.

Item 4- Citywide – Discussion and possible action pertaining to a VDHS Commission Challenge Coin.

Director Seth Dyson led the discussion and shared potential Challenge Coin designs.

The Commission had consensus that they liked the front of option 1 and the back of option 2, with some minor changes:

- Add “In God We Trust” on the bottom rim and fill rest of rim with the wreath
- Flags need to be switched so that the American Flag is on the left
- Diamond cut possible?
- Order 100 of the 1.75 inch coin, in color

Commissioner Lair moved to approve the front of coin 1 and the back of coin 2 as amended not to exceed \$700 for 100 coins. Commissioner Kent-Partridge seconded the motion. The

motion passed with 7 Yes votes.

Item 5 – Citywide – Discussion pertaining to a VDHS supported quarterly Disabilities Roundtable.

Commissioner Daigle presented the Disabilities Roundtable to the Commission. The commission held a discussion and came to consensus to form a working group for the planning and facilitation of the roundtable.

The working group will consist of Vice Chair Kupper, Commissioner Daigle, and Commissioner Kent Partridge.

Item 6 – Citywide – Discussion and possible action pertaining to the Fiscal Year 2024 Veterans, Disability & Human Services Commission budget.

The commission discussed the budget and the activities/events they would like to fund.

Chair Hanzel, Vice Chair Kupper and Commissioner Billcheck will be on the working group to make a proposal to City Council for additional funds.

Commissioner Lair moved to approve the Veterans, Disability & Human Services Commission budget as presented. Vice Chair Kupper seconded the motion. The motion passed with 7 Yes votes.

OTHER BUSINESS AND FUTURE AGENDA ITEMS:

- Start services institute for disability
- Social Security SSDI
- Opportunities for Social Security Workshops for Community

ADJOURNMENT:

Vice Chair Kupper moved to adjourn the meeting of the Veterans, Disability & Human Services Commission on October 11, 2023, at 8:40 p.m. Commissioner Billcheck seconded the motion. The motion passed with 7 Yes votes.

Seth Dyson
Director - Human Service & Community Vitality

Steffen Hansel
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
Assistant Director – Human Service & Community Vitality

DATE:



CITY OF SURPRISE
Veterans, Disability and Human Services
Commission

Council Meeting Date: November 8, 2023 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Agenda Wording:

Consideration and action pertaining to the October 30, 2023 Veterans, Disability, and Human Services Commission Retreat minutes.

Motion:

I move to approve the October 30, 2023 Veterans, Disability, and Human Services Commission Retreat minutes.

Background:

N/A

Objective Analysis:

N/A

Policy Compliant:

This item is compliant with city and council policies.

Financial Impact:

None

Budget Impact:

None

FTE Impact:

None

ATTACHMENTS:

1. 10.30.23 VDHS Commission Minutes
-



CITY OF SURPRISE
Veterans, Disability and Human Services
Commission

Council Meeting Date: November 8, 2023 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Agenda Wording:

Consideration and action pertaining to the October 30, 2023 Veterans, Disability, and Human Services Commission Retreat minutes.

Motion:

I move to approve the October 30, 2023 Veterans, Disability, and Human Services Commission Retreat minutes.

Background:

N/A

Objective Analysis:

N/A

Policy Compliant:

This item is compliant with city and council policies.

Financial Impact:

None

Budget Impact:

None

FTE Impact:

None

ATTACHMENTS:

1. 10.30.23 VDHS Commission Minutes
-

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

REGULAR MEETING MINUTES

October 30, 2023 / 6:30 PM

**City Council Overflow Room
16000 North Civic Center Plaza
Surprise, AZ 85374**

CALL TO ORDER.

Chair Steffen Hanzel called the Veterans, Disability, and Human Services Commission meeting to order at 6:32 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on October 30, 2023.

ROLL CALL

In attendance were Chair Steffen Hanzel, Vice-Chair Nickolas Kupper, Commissioners Julie Kent-Partridge, John Billcheck, Shawna Daigle and Phillip Lair.

Absences: Commissioner Gwen Maxfield

PLEDGE OF ALLEGIANCE

STAFF PRESENT:

Human Service & Community Vitality Director Seth Dyson and Assistant Director Deb Perry

CURRENT EVENTS REPORT

- None

STAFF REPORT

- None

CALL TO THE PUBLIC:

None

CONSENT AGENDA

None

REGULAR AGENDA ITEMS - PUBLIC HEARING:

None

REGULAR AGENDA ITEMS - NON-PUBLIC HEARING:

Item 1 – Citywide – Discussion pertaining to the Veterans, Disability & Human Service Commission's Strategic Plan.

Commission discussed the current strategic plan, what they'd like to keep and what they would like to change.

OTHER BUSINESS AND FUTURE AGENDA ITEMS:

ADJOURNMENT:

Vice Chair Kupper made a motion to adjourn the meeting of the Veterans, Disability & Human Services Commission on October 30, 2023 at 7:57p.m. Commissioner Lair seconded the motion. The motion passed with 6 Yes votes and 1 absent. (Maxfield)

Seth Dyson
HSCV Director

Steffen Hanzel
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, HSCV Assistant Director

DATE: _____



CITY OF SURPRISE
Veterans, Disability and Human Services
Commission

Council Meeting Date: November 8, 2023 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Agenda Wording:

Presentation and possible action pertaining to a VDHS Challenge Coin.

Motion:

I move to approve the challenge coin design as discussed.

Background:

The commission will continue the discussion of the creation of a VDHS challenge coin.

Objective Analysis:

To promote 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 policies.

Financial Impact:

Expenditures will not exceed \$10,000.

Budget Impact:

VDHS has \$10,000 allocated for FY24.

FTE Impact:

None

ATTACHMENTS:

1. VDHS Challenge Coins - Revised option
 2. Black - Gwen & Allie
 3. VDHS Challenge Coins - Version C- options
-

Challenge Coin

NEW VERSION



Side A



Side B

Page 16 of 27

Challenge Coin

VERSION - C



Side A



Side B

Challenge Coin

VERSION - C1



Side A



Side B

Challenge Coin

VERSION - C2



Side A



Side B



CITY OF SURPRISE
Veterans, Disability and Human Services
Commission

Council Meeting Date: November 8, 2023 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Agenda Wording:

Discussion pertaining to a VDHS supported quarterly Disabilities Roundtable.

Motion:

Discussion only.

Background:

The commission will continue the discussion of implementing a new quarterly Disabilities Roundtable.

Objective Analysis:

To promote 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 policies.

Financial Impact:

None

Budget Impact:

None

FTE Impact:

None

ATTACHMENTS:

1. Disabilities Roundtable Overview
-

VDHS – Disabilities Roundtable Overview (DRAFT)

VDHS Working Group: Daigle, Kupper, Kent-Partridge

- What:** Surprise Mayor's Disabilities Roundtable
- When:** Quarterly, 1st month of each quarter, 3rd Wednesday meeting. Kick-off 1/17/24, 4/17/24, 7/17/24, 10/16/24, 1/15/25
- Where:** Surprise City Hall, Community Room or Surprise Regional Library, Community Room
- Why:** Connect and share opportunities to find solutions to challenges, barriers, trends and needs of people with a disability. Collaboration instead of competition. Collective impact. Establish a plan for integration into community (Needs Assessment Recommendation #12)
- Who:** Possible attendees include non-profits and agencies serving Surprise residents who have physical disabilities:
- Ability 360, DES-DDD, One Step Beyond, Benevilla, Blue Mountain Group, Sounds of Autism, Autism Life & Living, Mikey's League, Dysart School District, Astro Kids, Best Buddies, Surprise PD, Spinal Cord Injury Association, MDA, Brain Injury Alliance, Deaf & Blind(research), We Ride, Surprise Resource Center, Special Olympics, Spencer's Place, Parks & Rec Adaptive, Christopher Reeve Foundation, etc.

1st Agenda (tentative):

- Mayor's Welcome
- Intros
- VDHS Commissioner overview of the Roundtable, commitment and what we hope to accomplish
- Data presentation on disabilities in Surprise and West Valley
- Roundtable sharing – who, services provided, numbers served, trends, challenges, opportunities, share a win at their organization



CITY OF SURPRISE
Veterans, Disability and Human Services
Commission

Council Meeting Date: November 8, 2023 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Agenda Wording:

Discussion pertaining to the proposed Surprise Vet Fest.

Motion:

Discussion only.

Background:

The commission will discuss logistics surrounding proposed Surprise Vet Fest. The commission will discuss their new planned event - Surprise Vet Fest. The goal is to hold a resource fair targeted specifically at our veteran community and will replace the commissions previous event, the Care & Share Expo. The discussion will include an update on the event planning to date as well as any needed action in order to make the event a success in February of 2024.

Objective Analysis:

To promote 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 policies.

Financial Impact:

None

Budget Impact:

None

FTE Impact:

None

ATTACHMENTS:



CITY OF SURPRISE
Veterans, Disability and Human Services
Commission

Council Meeting Date: November 8, 2023 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Agenda Wording:

Discussion pertaining to the VDHS Commission participation in the Surprise Veterans Day Parade.

Motion:

Discussion only.

Background:

The commission will discuss their participation in the Surprise Veterans Day Parade scheduled on Saturday, November 11, 2023.

Objective Analysis:

To promote 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 policies.

Financial Impact:

None

Budget Impact:

None

FTE Impact:

None

ATTACHMENTS:



CITY OF SURPRISE
Veterans, Disability and Human Services
Commission

Council Meeting Date: November 8, 2023 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Agenda Wording:

Discussion and possible action on an updated VDHS Strategic Plan.

Motion:

I move to approve the Strategic Plan as proposed.

Background:

This item is to allow the commission to discuss an updated VDHS Strategic Plan.

Objective Analysis:

This item allows the commission to discuss how they would like to proceed with the Strategic Plan.

Policy Compliant:

This item is compliant with City and Council policies.

Financial Impact:

None

Budget Impact:

None

FTE Impact:

None

ATTACHMENTS:

1. VDHS Strategic Plan Session #1 Summary
-

City of Surprise Veterans, Disability & Human Services Commission

Strategic Plan Revisit and Refresh Session #1 Notes August 29, 2023

Present: Hanzel, Kupper, Kent-Partridge, Lair, Billcheck, Daigle, Maxfield

Staff: Dyson

The VDHS Commission established five initial areas of priority as part of their original strategic plan. These areas of importance are:

1. Transit
2. Resource Satellite Hubs
3. Master of Social Work Volunteer Coordinator Project
4. Job Readiness Employment & Training
5. Communications – promotion (Education & Awareness of Resources)

The VDHS Commission requested to revisit the plan and these areas to evaluate if updates and/or changes were needed.

During the first session, Commissioner's shared their ideas on the current areas of importance and generally it was concluded that all areas remain important with the exception of the Job Readiness Employment & Training priority.

The Commission then discussed synthesizing the existing areas of focus into three categories by priority: (RAE)

1. Resources
2. Accessibility
3. Education

Objectives were discussed within each priority:

1. Resources
 - a. Identify Need
 - b. Secure Need
2. Accessibility
 - a. Transit
 - b. Usability
3. Education
 - a. Awareness
 - b. Training

A 2023-2024 Working Group/Action Plan was then started that aligned with the objectives:

VDHS Priorities	Objectives	Working Groups	Action Plan
Resources	1. Identify Need 2. Secure Need	• Vet Fest Event • Disabilities Roundtable • Transit • MSW/LCSW	• Wellness (Mental Health summit) • Vet Fest 2/10/24 • Disabilities Roundtable 1/17/24 • Expand Resource Satellite Hubs – SOS • Seek funding for MSW/LCSW • Veterans Roundtable • Collaboration with other city commissions
Accessibility	1. Transit 2. Usability	• Disabilities Roundtable • Transit	• Dialogue w/Parks & Recreation • Disabilities Roundtable 1/17/24 • Transit • Collaborate with other commissions
Education	1. Awareness 2. Training	• Challenge Coin • Vet Fest Event • Disabilities Roundtable • Community Legends • Transit • Grand Marshal	• Award Challenge Coins per commissioner • Vet Fest 2/10/24 • Disabilities Roundtable 1/17/24 • Expand Resource Satellite Hubs – SOS • Disability Awareness Training • Community Legend Awards at Golden Rule Breakfast • Transit • Grand Marshal Selection • Veterans Roundtable • Everyone Needs Campaign – More often/diverse posts • Collaborate with other city commissions