



**CITY OF SURPRISE**  
**Veterans, Disability and Human Services Commission**  
**16000 N. Civic Center Plaza**  
**Surprise, AZ 85374**  
 Wednesday, June 11, 2025 @ 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 May 14, 2025 Veterans, Disability & Human Services Commission meeting minutes.             | Human Svcs and Comm Vitality |
| 2. | Citywide | Presentation and discussion pertaining to the Luke Air Force Base EFMP (Exceptional Family Member Program).                           | Human Svcs and Comm Vitality |
| 3. | Citywide | Discussion and action pertaining to the process and application form for the selection of the 2025 Veterans Day Parade Grand Marshal. | Human Svcs and Comm Vitality |
| 4. | Citywide | Discussion and action pertaining to the FY2026 Veterans, Disability & Human Services Commission meeting calendar.                     | Human Svcs and Comm Vitality |

- G. Other Business and Future Agenda Items
- H. Adjournment

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KRISTI PASSARELLI, CITY CLERK

**POSTED: Friday, June 6, 2025 @ 2:00 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 CLERK@SURPRISEAZ.GOV, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.**



**CITY OF SURPRISE**  
**Veterans, Disability and Human Services**  
**Commission**

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Council Meeting Date: June 11, 2025                      Contact Person:  
Submitting Department: Human Svcs and Comm      District: Citywide  
Vitality  
Staff Recommendations:

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

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**Agenda Wording:**

Consideration and action pertaining to the May 14, 2025 Veterans, Disability & Human Services Commission meeting minutes.

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**Motion:**

I move to approve the May 14, 2025 Veterans, Disability and Human Services Commission meeting minutes.

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**Background:**

N/A

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**Objective Analysis:**

N/A

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**Policy Compliant:**

This item is compliant with city and council policies.

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**Financial Impact:**

N/A

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**Budget Impact:**

N/A

**FTE Impact:**

N/A

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**ATTACHMENTS:**

1. 5.14.25 VDHS Commission Minutes - DRAFT
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**CITY OF SURPRISE  
VETERANS, DISABILITY, AND HUMAN SERVICES COMMISSION  
REGULAR MEETING MINUTES**

**May 14, 2025 | 6:00 PM  
City Council Chambers  
16000 N. Civic Center Plaza  
Surprise, AZ 85374**

**CALL TO ORDER:**

Chair Wisniewski 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 May 14, 2025.

**ROLL CALL**

In attendance were Chair Allison Wisniewski, Vice-Chair Dr. Gwen Maxfield, Commissioners Julie Kent- Partridge, John Billcheck, Michael Tree, and Charles Manuel.

Absences: Commissioner Olivia Fryer (excused).

**PLEDGE OF ALLEGIANCE**

**STAFF PRESENT:**

Community Initiatives Supervisor Danielle Osborne and Administrative Specialist Victoria Simmons.

**CURRENT EVENTS REPORT**

Chair Wisniewski reported on the following:

- Heat Relief Network Partner
  - Will start now and run until September 30<sup>th</sup>, 2025
  - Surprise locations include the Resource Center, Hollyhock Library, Regional Library, and Asante Library
  - For a full list of county-wide locations, visit [azmag.gov/HeatRelief](http://azmag.gov/HeatRelief)
- HOA Summit
  - For Homeowners Association (HOA) community members, condo board members, or property managers in Surprise. Meet with attorneys from the Mulcahy Law Firm and representatives from City of Surprise Departments to learn more about new changes in HOA Rules and Regulations.
  - Registration is required. For more details, please visit [surpriseaz.gov/HoaSummit](http://surpriseaz.gov/HoaSummit)
- City of Surprise administrative offices will be closed Monday, May 26, in observance of Memorial Day.

## COMMISSIONER REPORTS

- Vice Chair Maxfield
  - Attended and assisted with Vet Fest. Turned out to be more successful than last year. Thank you to entire team who helped put the event together.
  - Attended State of the City. Great to see what Mayor Sartor has already done in such a short amount of time.
  - Met and toured RISE location and their Residential Home. Wonderful to see what they are doing within their organization. They also recognized several people as ambassadors, including commissioners in attendance.
  - Attended Mayor's Roundtable and is looking forward to seeing what is to come.
  - Gave out challenge coins to:
    - Jesse Ramirez with West Valley Food Bank
    - Rick Kreiberg with Veterans Affinity
    - Rod Hage with DAV Star Plus
    - Also gave out challenge coins to many individuals during Vet Fest
- Commissioner Kent- Partridge
  - Attended Vet Fest. Set-up and weather were great and saw a better attendance than last year.
  - Attended State of the City and was moving to see what the city has done so far.
  - Tour of RISE Services Residential Homes, for adults with disabilities. They have beautiful homes and a wonderful day center. Thank you to everyone who attended the tour, including Council Member Melton.
  - Attended several City of Surprise Adaptive Sports
  - Attended Aladdin theater production at Sonoran Heights Middle School. It was wonderful to see their community come together and see the kids perform and invites others to check out their events.
  - Currently participating as a host family for Parliamentary and Delegates who are here from Armenia. Delegates are participating in a program called Congressional Office of International Leadership (COIL) and is funded by the US Library of Congress. They are here to learn about all the wonderful things about our city, state, and more. Would love for others to join.
- Commissioner Billcheck
  - Attended Vet Fest, which was bigger and better than last year. Provided Challenge Coins during the event.
  - Attended Mayor's Roundtable for Veterans and it was a great opportunity to collaborate with others.
  - Planning to attend Quarterly Planning Meeting at the Resource Center tomorrow.
- Commissioner Tree
  - Attended Vet Fest, State of the City, and both Mayor's Roundtables
  - Attended Veteran Affinity Coffee Hour
- Commissioner Manuel
  - Attended Vet Fest and was impressed by many booths and services offered to veterans and first responders.
  - Also attended first Mayor's Roundtable and is looking forward to continuing to learn and gather as much information as possible.

- Chair Wisniewski
  - Attended Vet Fest. It was amazing to see all the people that came out. There was a lot of networking and collaboration. Thank you to entire team for all the work that was put into the event.
  - Attended State of the City
  - Attended both Mayor’s Roundtable and is always great to see collaboration amongst many organizations for what’s going on within the community.
  - Attend RISE tour

**STAFF REPORT**

Ms. Osborne discussed:

- The Household Hazardous Waste Program:
  - From February through November, Surprise residents can request an appointment for collection pickup right from their driveway for one week each month.
  - To schedule a collection, residents can use the My Surprise app or call 623.222.1920. All scheduling is based on availability and is first-come, first-served.
- Day of Service – Flag Day
  - Saturday, June 14, 2025
  - 8 a.m. – 10 a.m. in the Community Room of City Hall
  - In partnership with Youth for Troops and WHAM Art Center. Volunteers can decorate care package boxes, write heartfelt cards, and create patriotic crafts
  - Registration is required by visiting [surpriseaz.gov/DOSVolunteer](http://surpriseaz.gov/DOSVolunteer).

**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 April 9, 2025 Veterans, Disability & Human Services Commission meeting minutes.**

Vice-Chair Maxfield proposed an amendment on the April 9, 2025, Veterans, Disability & Human Services Commission meeting minutes, to correct the name of ‘Valley View Dood

Bank' to 'Valley View Food Bank'. This error is found on the second page of the April 9, 2025, meeting minutes, under Vice-chair Maxfield's Commissioner Reports. Commissioner Kent-Partridge moved to approve the April 9, 2025, Veterans, Disability & Human Services Commission meeting minutes, as amended. Commissioner Billcheck seconded the motion. The motion passed unanimously with 6 Yes votes and 1 absence (Fryer).

**Item 2 – Citywide – Presentation and discussion pertaining to the Northwest Valley Veterans Association.**

Commissioner Tree moved to postpone agenda item indefinitely. Vice-chair Maxfield seconded the motion. The motion passed unanimously with 6 Yes votes and 1 absence (Fryer).

**Item 3 – Citywide – Discussion pertaining to the details and results of Vet Fest 2025.**

Commissioners provided feedback on the outcome of Vet Fest 2025 and discussed opportunities for improvement, for Vet Fest 2026.

**Item 4 – Citywide – Discussion and possible action pertaining to recognition of former Mayor Skip Hall.**

Commissioners discussed final options and budget details for recognition of former Mayor Skip Hall. Vice-chair Maxfield made a motion to move forward with the bench option in the park, for recognition of former Mayor Skip Hall. Commissioner Kent-Partridge seconded the motion. The motion passed unanimously with 6 Yes votes and 1 absence (Fryer).

**OTHER BUSINESS AND FUTURE AGENDA ITEMS:**

- Office of Treasurer Kimberly Yee, to discuss programs that she is working on within the community
- Sunland Memorial in Sun City puts on an amazing Memorial Day event and advises those who live in the area to arrive early

**ADJOURNMENT:**

Commissioner Kent-Partridge moved to adjourn the meeting of the Veterans, Disability & Human Services Commission on May 14, 2025, 2024 at 6:48 p.m. Vice-chair Maxfield seconded the motion. The motion passed unanimously with 6 votes and 1 absence (Fryer).

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Danielle Osborne  
Community Initiatives Supervisor

\_\_\_\_\_  
Allison Wisniewski  
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:

\_\_\_\_\_  
Victoria Simmons  
Administrative Specialist

DATE:

\_\_\_\_\_

DRAFT



**CITY OF SURPRISE  
Veterans, Disability and Human Services  
Commission**

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Council Meeting Date: June 11, 2025                      Contact Person:  
Submitting Department: Human Svcs and Comm      District: Citywide  
Vitality  
Staff Recommendations:

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

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**Agenda Wording:**

Presentation and discussion pertaining to the Luke Air Force Base EFMP (Exceptional Family Member Program).

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**Motion:**

Presentation and discussion only.

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**Background:**

The Luke Air Force Base Exceptional Family Member Program will discuss services offered to military families.

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**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.

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**Policy Compliant:**

This item is compliant with City and Council policies.

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**Financial Impact:**

None.

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**Budget Impact:**

None.

**FTE Impact:**

None.

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**ATTACHMENTS:**

1. EFMP 101 - Public Brief
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**EFMP**

Exceptional  
Family Member  
Program

# Exceptional Family Member Program (EFMP) Family Support

Alizabeth Dang, EFMP-FS Navigator



## *What is EFMP?*

EFMP is a Department of Defense program that supports and empowers military families who have special needs.

Goals of the program:

- Establish, implement and maintain comprehensive support to service members and their family members with special needs
- Facilitate an all-inclusive approach to maintain the highest quality of life for special needs family members, by considering and accommodating assignment coordination, family support information, referral and resources, community support, medical, and special educational and legal services



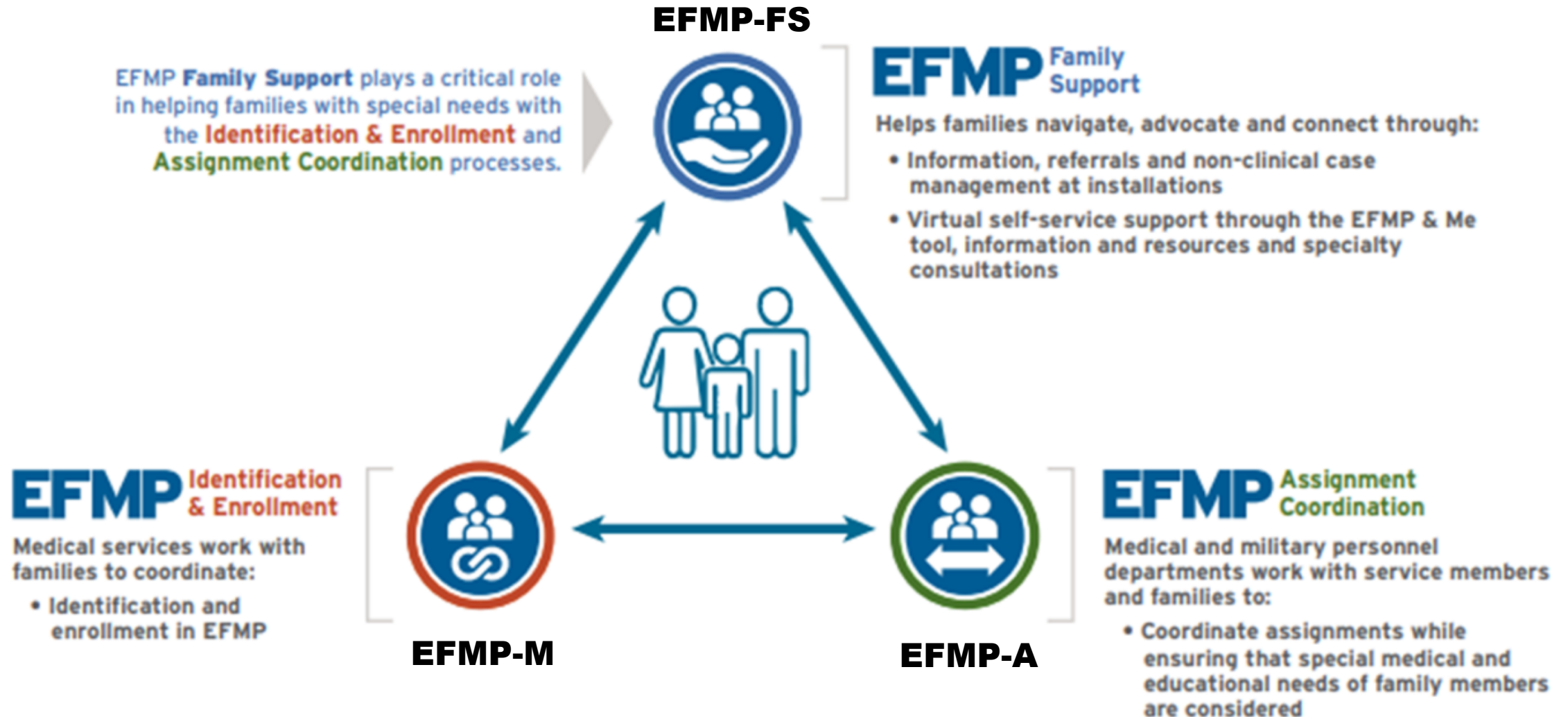
## *Who is eligible for EFMP services?*

Active-duty service members of all branches and families who have special medical or educational needs are eligible to enroll in the Exceptional Family Member Program.





# Integrated Process





**EFMP** Family Support

## ***M&FRC EFMP-Family Support (FS) Mission***

*“Military and Family Readiness Center (M&FRC) EFMP-Family Support staff establishes, implements and maintains the FS (community support) entity of the Air Force EFMP in coordination with the Medical & Assignments components by **enhancing the quality of life of special needs family members.**”*



## *Who We Are*

- EFMP-FS help identify resources/services to enhance and support the duty station experience. Provide non-medical and non-clinical case management.
- Partner with local military organizations and outside community resources to meet the needs of the military family.
- Although, EFMP is a mandatory enrollment program, it is *not* necessary to be enrolled to access family support services.
- EFMP-FS can assist all DOD ID cardholders.
  - Active-duty, sister services, Air National Guard, Reservists, GSU families, deployed families, retirees, civilians, contractors, members not yet enrolled, etc.



## *Coordinator & Navigator Responsibilities*

**EFMP-FS Coordinator** serves as a liaison between EFMP families, federal and local state partners. Plans and coordinates classes, programs and events supporting EFMP families.

**EFMP-FS Navigator** serves as a guide to connecting families to local resources and services off base. Provides one-on-one support and may schedule off-site appointments with families to facilitate the identification of family needs.



## *Special Events/Workshops*

- **EFMP 101**
- Horses Help
- Marriage Enrichment (Date Night)
- Positive Behavior Support
- Legal Planning for the Future
- Jr Golf Camp / Top Golf For Adults
- Rock Climbing – Resiliency
- Parenting with Confidence
- Social Security Disability/ IEP / 504
- Robotics Camp
- Paint & Sip – Art Therapy
- Summer Roller Skating
- Evening at Uptown Jungle
- Day at the Zoo / Day at the Museum
- Adaptive Martial Arts
- Understanding ADHD Workshop

And more....



## *Contact Information*

### Location:

Military & Family Readiness Center

Building 1113, Luke AFB

Phone: 623-856-6550

E-mail: [56FSS.EFMP.FamilySupport@us.af.mil](mailto:56FSS.EFMP.FamilySupport@us.af.mil)

### Hours:

Monday to Friday, 7:30am-4:30pm

M&FRC closed every 3<sup>rd</sup> Thursday of the month

### EFMP-FS Coordinators:

**Linda Rainey**

**Amanda Borbely**

### EFMP-FS Navigator:

**Alizabeth Dang**

ALONE we can  
do so LITTLE;  
TOGETHER we can  
do so MUCH  
-HELEN KELLER



**EFMP** Exceptional  
Family Member  
Program

# QUESTIONS?



**CITY OF SURPRISE**  
**Veterans, Disability and Human Services**  
**Commission**

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Council Meeting Date: June 11, 2025                      Contact Person:  
Submitting Department: Human Svcs and Comm      District: Citywide  
Vitality  
Staff Recommendations:

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

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**Agenda Wording:**

Discussion and action pertaining to the process and application form for the selection of the 2025 Veterans Day Parade Grand Marshal.

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**Motion:**

I move to approve the process and application form for the selection of the 2025 Veteran's Day Parade Grand Marshal.

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**Background:**

The Parks & Recreation Department has enlisted the assistance of the VDHS Commission in choosing the Grand Marshal for the 2025 Veteran's Day Parade. This item pertains to the approval of the process and application form for selecting the Grand Marshal.

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**Objective Analysis:**

This item allows the Commission to choose the Grand Marshal for the 2025 Veteran's Day Parade.

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**Policy Compliant:**

This item is compliant with City and Council policies.

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**Financial Impact:**

None.

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**Budget Impact:**

None.

**FTE Impact:**

None.

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**ATTACHMENTS:**

1. Surprise Veterans Day Parade Grand Marshal Application - Final
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# Veteran's Day Parade Grand Marshal Nomination Form



## Nomination Criteria and Guidelines

The Veteran's Day Parade – Grand Marshal Nomination Program, presented by the City of Surprise Veterans, Disability & Human Services Commission, is an opportunity to recognize Veterans and civilians who have made a positive impact on the community.

### Criteria for the nomination and selection of a Parade Grand Marshal:

- Surprise residents preferred, current or former
- Community ties to Surprise are preferred
- Must have some tie to the military
- A Veteran or family member of a Veteran is preferred
- Nominees cannot have previously served as the Grand Marshal of the Surprise Veteran's Day Parade
- Current elected officials are not eligible
- Current Veterans, Disability & Human Service Commissioners are not eligible
- Self-nominations are prohibited

### How to nominate:

1. Nominees must meet the criteria outlined above.
2. To nominate someone you know, complete and submit this form by **August 4, 2025**.
3. Nomination forms should include sufficient information to give the Selection Committee an understanding of the contributions made by the nominee. Additional documents may be attached to the application. The justification for the nominee must include the following information:
  - Biography (*required*)
  - What has the nominee done for Surprise?
  - What has the nominee done for the military, veterans or veteran service organizations?
  - Why should this nominee be selected?
4. Incomplete nomination forms will be considered void.

### Submission Guidelines:

All applications must be received by **August 4, 2025 at 5:00 p.m.**

Please submit a completed application via email to [surprisecares@surpriseaz.gov](mailto:surprisecares@surpriseaz.gov) or drop off to the following location:

Surprise City Hall  
Attn: Human Service & Community Vitality Department  
16000 N. Civic Center Plaza  
Surprise, AZ 85374

**For more information about this program**, eligibility, evaluation criteria, or the application process, please contact Seth Dyson at (623) 222-1620 or [Seth.Dyson@surpriseaz.gov](mailto:Seth.Dyson@surpriseaz.gov).





**CITY OF SURPRISE**  
**Veterans, Disability and Human Services**  
**Commission**

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Council Meeting Date: June 11, 2025                      Contact Person:  
Submitting Department: Human Svcs and Comm      District: Citywide  
Vitality  
Staff Recommendations:

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

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**Agenda Wording:**

Discussion and action pertaining to the FY2026 Veterans, Disability & Human Services Commission meeting calendar.

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**Motion:**

I move to approve the FY2026 Veterans, Disability & Human Services Commission meeting calendar.

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**Background:**

This item has been placed on the agenda to review and approve the FY2026 meeting calendar. Pursuant to Surprise Municipal Code Sec. 2-295(12)(c), the Commission "must establish an annual schedule for regular meetings designating the time, date and location for such regular meetings."

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**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.

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**Policy Compliant:**

This item is compliant with City and Council policy.

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**Financial Impact:**

None.

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**Budget Impact:**

None.

**FTE Impact:**

None.

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**ATTACHMENTS:**

1. VDHS FY26 Calendar



**Veterans, Disability and Human Services Commission Meetings – Fiscal Year 2026**

*All meetings take place at 6:00 p.m. in the City Council Chambers, unless otherwise noticed on the meeting agenda.*

<b>Meeting Dates:</b>	<b>Recommendation:</b>
July Recess	Cancel due to July Recess
Wednesday, August 13, 2025	
Wednesday, September 10, 2025	
Wednesday, October 8, 2025	
Wednesday, November 12, 2025	
Wednesday, December 10, 2025	
Wednesday, January 14, 2026	
Wednesday, February 11, 2026	
Wednesday, March 11, 2026	
Wednesday, April 8, 2026	
Wednesday, May 13, 2026	
Wednesday, June 10, 2026	