



Neighborhood and Family Services Commission Meeting

Wednesday, September 29, 2021 6:00 p.m.

**AVONDALE CITY HALL, MOHAVE CONFERENCE ROOM
11465 WEST CIVIC CENTER DRIVE, AVONDALE, AZ 85323**

AGENDA

- 1. Call to Order**
- 2. Review and Approval of the June 30, 2021 Meeting Minutes**
This item is for discussion and possible action.
- 3. Approval of an Amendment to the Neighborhood and Family Services Commission Bylaws**
This item is for discussion and possible action.
Chris Lopez,
Neighborhood & Family Services Director
- 4. Economic Development Update**
This item is for information only.
Ken Chapa,
Economic Development Director
- 5. Revitalization Update:** This item is for information only
Sandy Lopez,
Revitalization Manager
- 6. Future Agenda Items:** This item is for information only.
Commission and Staff
- 7. Announcements:** This item is for information only.
Commission and Staff
- 8. Call to the Public:** This item is for information only.
- 9. Adjournment**

Individuals with special accessibility needs, including sight or hearing impaired, large print, or interpreter, should contact the City Clerk at 623-333-1200 or TDD 623-333-0010 at least two business days prior to the meeting.

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Neighborhood and Family Services Commission Meeting

Online Meeting

Wednesday, June 30, 2021 6:00 p.m.

MEETING MINUTES

A **Regular Meeting** of the Neighborhood and Family Services Commission of the City of Avondale, Arizona convened using the Zoom Cloud Meeting platform in open and public session at 6:05 p.m. All participants attended by phone or video.

Commission Members in Attendance: Jeffrey Rich, Jerome Brownlee, Michelle McMullen, Dawn Gerundo, Hilary McKillip, Oliver Morrison, Alternate Maxine White

Commission Members Excused: Fabian Prado

Commission Members Absent: Gloria Solorio, Lisa Osborne, Alternate Nellie Goetz

City Staff and Guests in Attendance: Assistant Neighborhood & Family Services Director Edith Baltierrez, Library Manager Terry Ann Lawler, Senior Center Coordinator Erin Lutz, Deputy City Clerk Linda Mendenhall, Administrative Assistant Paula Swenson

1. Call to Order

The Neighborhood and Family Services Commission meeting was called to order by Deputy City Clerk Linda Mendenhall at 6:05 p.m.

2. Review and Approval of the February 10, 2021 Meeting Minutes

Mr. Jerome Brownlee, Jr. made a motion to accept the minutes as written. Mr. Jeffrey Rich seconded the motion. The minutes were approved unanimously with an Aye by Members present.

3. Election of 2021 Officers

Ms. Mendenhall inquired if there was a motion to nominate someone on the Commission or to volunteer themselves to serve as Chairperson or Vice Chair. Ms. Mendenhall explained the role of the Chairperson and Vice Chair to the Commission. This Commission needs two volunteers; one for Chair and one for Vice Chair. Mr. Brownlee volunteered to Chair the Commission. Jeffrey Rich volunteered to Vice Chair. Ms. McKillip motioned to accept the volunteerism by Mr. Brownlee as Chair and Mr. Rich for Vice Chair. Ms. Gerundo seconded the motion. Mr. Brownlee accepted the motion for the Chair position and Mr. Rich accepted the motion for the Vice Chair position. The Chair and Vice Chair positions were approved unanimously with an Aye by Members present.

4. Libraries Division Updates

Ms. Lawler presented an overview of current library programs and activities, community partner programming, and plans for the Fall 2021. Ms. Lawler discussed in-person programming with storytime at both locations, splash pad meetups, police station meetups, adult crafting, movies in the Council Chambers, and the new storywalk installation at the Civic Center Library. Ms. Lawler described the libraries virtual programs with More2Explore STEAM kits, teen crafting kits, preschool storytimes, and citizen science. Citizen science includes a virtual planetarium, ecosystem investigators, robots on Mars,

dry stream mapping and the summer reading program. Ms. Lawler explained that the Arizona Center for Youth Services is one of our community partners that provides GED classes in person, along with English as a Second Language classes (various days/times) at the Sam Garcia Library. Another community partner, Arizona@Work provides job seeker skills and entrepreneurship workshops, and First Things First provides virtual parenting classes. We have many other activities at the libraries that include free internet with hot spots, and chromebooks can be borrowed for 90 days at a time. We also have citizen science checkout kits, dial-a-story and Golden Age Radio, and AviLearning Labs. We offer digital movies with hoopla and digital music with freegal, digital magazines with Overdrive and provide a Kids Café to feed hungry kids as needed. Currently, we are coordinating a library card drive with schools and community organizations. Our goal is for all children in the Avondale School district to have a library card. We continue to visit schools and classrooms for storytime and research training, and attend specially planned events. Mr. Rich inquired how one would volunteer at the library. Ms. Lawler stated that those with interest in volunteering could contact her directly. Ms. Gerundo inquired if GED classes were provided in Spanish and English. Ms. Lawler stated that the classes are bilingual. Ms. McKillip gave kudos to the library programs for her children. Ms. White gave kudos for the library programs and inquired if the cards expire. Ms. Lawler stated that they were extended with COVID and are currently for one year; however they are working towards finding out what makes sense for the patrons. Ms. White would like the cards to be forever active. Ms. Lawler will take the recommendation into consideration.

5. Senior Center Updates

Ms. Lutz presented the Avondale Senior Services Program and its integration into the new building. Ms. Lutz shared the senior services mission statement and discussed the areas and populations we serve. Ms. Lutz discussed our grant from the Area Agency on Aging and its funding. Our Senior Center provides services to residents of Avondale, Goodyear and Litchfield Park. These services include congregate meals, home delivered meals, transportation to and from the center, and daily activities. We provide services to participants aged 60 and above; and those with disabilities. Our transportation boundaries are 107th Avenue to Camelback Road and Sarival Avenue to Southern Avenue. We also provide St. Mary's Supplemental Food programs to the community at large. Our home delivered meals include a wellness check on the clients. Often this visit may be the only time that the client may see or speak to someone in person. This wellness greeting has proved to be beneficial to our participants and their well-being. Ms. Lutz stated that we have almost doubled our numbers for home delivered meals this year. Over 47,000 meals were prepared and delivered to clients this year. This program saw a significant increase of 42% from the 31,700 served last year due to COVID. Over 14,000 participants engaged in virtual and in-person programming this year. Over 4,600 meals were delivered to participants who normally receive transportation to the center. Over 13,800 people received supplemental food through the St. Mary's Programs and over 70% of our participants are Avondale residents. Unique COVID programming included personal phone calls to seniors with information regarding COVID and help and health through personal connections. We put together an outdoor omelet station, exercises in the park for a safe COVID activity, phone and zoom programs, a welcome back tour, Veteran's BBQ, and to go crafts. We will work with the libraries and focus heavily this year on efforts to get technology training for our seniors to help them understand zoom and smart phone programming. We are currently offering a limited in-person program for up to 30 people. We are looking to expand our in-person programming slowly to keep our seniors safe and to stay in protocol with safety policies. Ms. McKillip inquired if the school Key Clubs could be a participant for intergenerational programs with the seniors. Ms. Lutz responded that we have worked with Key Clubs in the past and they were a lot of fun. We hope to get back with them again this year. Ms. McKillip will contact Ms. Lutz for opportunities. Ms. Lutz shared her contact information. Ms. McMullen stated that she is very proud of the senior center and encouraged Ms. Lutz to continue. Ms. White stated that she and her family are grateful for all of the programming available to the seniors, including the wellness checkups. Ms. Lutz shared the website address and phone number for any ideas and/or information on the senior programs.

6. Future Agenda Items

Ms. Baltierrez discussed inviting Economic Development to provide an update at the next meeting, scheduled for September 29, if staff are available. The Commission expressed interest in hearing about all of the new development in the city.

7. Announcements

Ms. Baltierrez announced that the Libraries' summer reading program is up and going. If you are interested in participating in this exciting program, please feel free to contact the library for details. The back to school backpack distribution is scheduled for July 1 at Palm Valley Church. This event will supply over 350 children with items for the school year. The heat relief station at the Resource Center and Libraries is up and going. To date, we have distributed over 1,800 water bottles. The heat relief stations opened on May 1 and are scheduled to continue until September 30.

8. Call to the Public

No members of the public were on the call.

9. Adjournment

Mr. Jeffrey Rich made a motion to adjourn; the motion was seconded by Ms. Dawn Gerundo. The motion passed unanimously with an Aye by Members present. The meeting adjourned at 6:51 p.m.

Signature of approval:

Chairperson

Next meeting, 6:00 p.m. – Avondale City Hall – September 29, 2021

CITY OF AVONDALE
NEIGHBORHOOD AND FAMILY SERVICES COMMISSION BYLAWS
AMENDED AND RESTATED
XXXXXX , 2021

- I. Name. The name of this organization shall be the Neighborhood and Family Services Commission (the "Commission").
- II. Powers and Duties of the Commission. The Commission shall:
 - A. Serve as an advisory commission to the City Council for the purpose of identifying Neighborhood and Family issues and the possible resources to meet these needs through collaboration with community groups, agencies, other cities and similar organizations.
 - B. Recommend strategies to strengthen families and neighborhoods and provide staff with input on a variety of community projects and programs.
 - C. Appoint ad hoc committees as necessary to accomplish the Commission's mission.
 - D. Advise the staff of the Neighborhood and Family Services Department as they work to support, nurture and develop strong families and the neighborhoods in which they live. The functions that will interrelate with this Commission are: Family Services, Youth Services & Community Engagement, Housing & Community Development, Neighborhood Revitalization, and Libraries.
 - E. Complete specific duties as determined by the City Council, including, but not limited to the following:
 1. Family Services
 - Identifying human service needs of the community to include the CAP service area of Avondale, Goodyear, Litchfield Park and designated unincorporated parts of Maricopa County
 - Provide suggestions for new partners and services
 - Provide ideas to enhance services, expand programs, and add new dimensions that maximize the Resource Center's role and usefulness to the community
 - Provide ideas and suggestions for the enhancement of senior services
 - Support outreach and marketing efforts to promote the use of services
 2. Youth Services & Community Engagement
 - Support outreach and marketing efforts to promote the use of services
 - Share ideas and suggestions for the improvement of youth services including, but not limited to:
 - Youth Workforce Development
 - Volunteerism and Service Learning
 - Leadership and Civic Engagement
 - Academic Enrichment
 - Health and Life Skills
 3. Housing & Community Development
 - Provide input regarding the Consolidated Plan and Annual Action Plan
 - Reviewing the assessment of community needs and priorities
 - Outreach and participation in housing redevelopment strategies and activities

- Provide input regarding fair housing activities and recommending fair housing outreach strategies
4. Neighborhood Revitalization
 - Participate in neighborhood engagement meeting and events when appropriate
 - Help identify community needs and gaps in services
 - Provide recommendations regarding support services for small businesses
 - Support outreach and marketing efforts to increase levels of program participation
 5. Library Services:
 - Provide input for future libraries and modifications of existing facilities
 - Promote the interest and foster closer relationships between the library and consortium partners
 - Provide ideas to enhance services, expand programs, and add new dimensions that maximize the library's role and usefulness to the community

III. Membership and Composition.

- A. Number of Commission Members. The Commission shall be composed of ~~SEVEN~~ ~~nine~~ voting members (collectively, the "Members"). The Commission shall also have ~~ONE up to two~~ alternate members ("Alternate Members") who shall attend and may participate in Commission meetings but shall not vote on any matter before the Commission, except as provided in Section V(E) below. **THE REDUCTION IN THE NUMBER OF MEMBERS DOES NOT REMOVE ANY MEMBERS PRIOR TO THE EXPIRATION OF THE AFFECTED MEMBER'S TERM OF OFFICE.**
- B. Membership Eligibility and Appointment. **EACH OF THE** Members and **THE** Alternate Members shall meet all eligibility criteria as outlined in the City Council Rules of Procedure; appointment of **THE** Members and **THE** Alternate Members shall be conducted according to the same. Every effort shall be made to obtain representation from all the neighborhoods in Avondale. Additionally, every effort shall be made to recruit at least one low-income resident as a member.
- C. Term. Unless appointed to fill a vacancy mid-term, each Members' term of office shall be three years, unless the Member resigns sooner or is removed from his/her position.
- D. Term Limits. No Member may serve more than two consecutive terms; provided, however, that a Member appointed to fill a vacancy may serve two consecutive terms after the conclusion of the unexpired term to which he or she was appointed.
- E. Vacancy. Any vacancy on the Commission shall be filled for the unexpired term by the Alternate Member if one has been appointed by the City Council per the established procedures ~~or by the first Alternate Member if more than one Alternate Member has been appointed by the City Council.~~ If an Alternate Member has not been so appointed, the position shall remain vacant until a new Member is appointed by the City Council to fill the vacancy. In cases of a vacancy due to the expiration of a Member's term, the Member shall remain seated until a successor is appointed and qualified.
- F. Attendance. All Members and **THE** Alternate Members are required to attend all Commission meetings unless excused by the Chairperson. Three successive unexcused or unexplained absences from any regular or special meeting shall be grounds for removal as outlined in Section G below.

- G. Removal. Any Member or Alternate Member may be removed upon a vote of not less than five City Council members for any cause, provided, however, that in the case of removal of a Member or Alternate Member due to excessive absences, it shall be assumed that said Member, or Alternate Member, has chosen to forfeit his/her seat on the Commission.

IV. Commission Officers and Staff.

- A. Chairperson and Vice-Chairperson. At the first regularly scheduled Commission meeting of each calendar year, the Commission shall elect a Chairperson and Vice-Chairperson from among the Members. The Chairperson and Vice-Chairperson shall assume responsibilities at the next scheduled meeting. The term of the Chairperson and Vice-Chairperson shall be for one year. Any Member serving as Chairperson or Vice-Chairperson shall be eligible for re- election; provided, however, that each Member may serve no more than two terms per office.
- B. Duties of the Chairperson and Vice-Chairperson. The Chairperson shall (i) preside at all Commission meetings, (ii) decide all points of order and procedure, (iii) appoint work groups if necessary and coordinate the work of the work groups, (iv) serve as a representative of the Commission to other governmental units on such matters as have been approved and designated by the Commission and (v) perform any duties as required by law, ordinance or these Bylaws. The Chairperson shall have the right to make motions, second motions and vote on all matters before the Commission. The Vice-Chairperson shall act as an aid to the Chairperson and shall perform the duties of the Chairperson in his or her absence or inability to serve. In the absence of the Chairperson and the Vice-Chairperson, the City Staff Liaison shall call the meeting to order and a simple majority of the Members then present shall select an acting Chairperson for the meeting. If the Commission Members present are unable to select an acting Chairperson, the City Staff Liaison shall act as the Chairperson for the meeting but without voting privileges.
- C. Vacancy. A vacancy in the office of Chairperson shall be filled by the Vice- Chairperson. A vacancy in the office of Vice-Chairperson shall be filled by a vote of the Commission at the next meeting of the Members.
- D. Removal. The Chairperson or Vice-Chairperson may be removed from office at any time at a meeting of the Members by an affirmative vote of a three-fourths majority of Members, who must be present to vote.
- E. City Staff Liaison. The Director of Neighborhood and Family Services or authorized designee shall serve as the City Staff Liaison to furnish support to the Commission as requested or required to advise and furnish professional and technical advice.
- F. Legal Counsel. The Commission may request that the City Attorney, or authorized designee, provide legal advice and rulings on points of order, procedure or other matters related to the Commission's duties.

V. Commission Meetings.

- A. Frequency. Commission meetings shall be held quarterly at the City of Avondale Civic Center, Avondale, Arizona, unless posted differently at least 24 hours in advance.

- B. Additional Commission Meetings. Additional Commission meetings may be held on the call of the Chairperson or the request of two or more Members by giving notice to all the Members and Alternate Members by telephone or personal delivery or by verbal comment during a regular meeting. All notices shall be given, and posted according to applicable law, at least 24 hours before the meeting.
- C. Participation by the Public. Commission meetings shall be open to the public. For any matter under consideration, any person may submit written comments and if attending in person, may speak to the issue upon being recognized by the Chairperson and stating his or her name and, if applicable, the names of any person or organization on whose behalf he or she is appearing.
- D. Quorum. A Commission meeting where a majority of its Members are present shall constitute a quorum. A majority vote of those Members present shall be required to take official action. No action shall be taken at any meeting in absence of a quorum, except to adjourn the meeting to a subsequent date. **THE** Alternate Members may not vote at any Commission meeting, except as provided in Section V(E) below.
- E. Alternate Member Quorum. At a Commission meeting where a majority of the Members are not present, and the Alternate Member is present, the Alternate Member may be counted to constitute a quorum to conduct the meeting. The Alternate Member may also vote at the meeting. At a Commission meeting where a majority of the Members are present to constitute a quorum, the Alternate Member will not count towards the quorum and may not vote at the meeting.
- F. Agenda. The agenda shall be prepared by the City Staff Liaison, reviewed by the Chairperson, and posted no less than 24 hours before the Commission meeting in accordance with the Arizona Open Public Meeting Law.
- G. Minutes. Minutes of the proceedings shall be retained and filed with the City Clerk's Department who will, in turn, file and post the minutes according to applicable law.
- H. Open Meeting Law. The Commission is subject to the Arizona Open Public Meeting Law.

VI. Special Committees.

The Commission may create special committees for specific purposes. Such committees shall be subject to the provisions of the open meeting law. Any special committee created by the Commission shall automatically dissolve when its work is done and after its final report has been accepted by the Commission,

VII. Amendments.

By the affirmative vote of a two-thirds majority, the Members may recommend amendments to these Bylaws. The Commission will forward any such recommendation for amendments to the City Council for its approval.