

## Attachment A

**Phoenix City Council  
Community Services and Education (CSE) Subcommittee  
Summary Minutes  
Tuesday, December 16, 2025**

City Council Chambers  
200 W. Jefferson St.  
Phoenix, Ariz.

Subcommittee Members Present  
Chairwoman Kesha Hodge Washington  
Vice Mayor Ann O'Brien  
Councilwoman Anna Hernandez  
Councilwoman Debra Stark

Subcommittee Members Absent

### **CALL TO ORDER**

Chairwoman Hodge Washington called the Community Services and Education Subcommittee (CSE) to order at 10:02 a.m. with Councilwoman Stark and Vice Mayor O'Brien present. Councilwoman Hernandez joined the meeting in person at 10:08am.

### **CALL TO THE PUBLIC**

None.

### **MINUTES OF MEETINGS**

#### **1. Minutes of the Community Services and Education Subcommittee Meeting**

Councilwoman Stark made a motion to approve the minutes of the November 18, 2025 Community Service and Education Subcommittee meeting. Vice Mayor O'Brien seconded the motion which passed unanimously, 3-0.

### **CONSENT (ITEM 2)**

#### **2. Request Approval of the Head Start Birth to Five Child Care Reporting Policy**

No presentations were planned, but staff was available to answer questions.

Councilwoman Stark made a motion to approve the minutes of the November 18, 2025 Community Service and Education Subcommittee meeting. Vice Mayor O'Brien seconded the motion which passed unanimously, 3-0.

### **INFORMATION (ITEMS 3-4)**

### **3. Head Start Birth to Five Monthly Report – October 2025**

No presentations were planned, but staff was available to answer questions.

### **4. Naloxone Program Quarterly Report (August – October)**

No presentations were planned, but staff was available to answer questions.

### **INFORMATION AND DISCUSSION (ITEMS 5-7)**

#### **5. Housing Department Wi-Fi and Digital Initiatives**

Assistant Housing Department Director Aubrey Gonzalez, Deputy Housing Department Director Angela Duncan, and Housing Department Manager Courtney Anderson presented this item.

Director Gonzalez spoke about the Housing Department's Phoenix Housing Connect program and ConnectHome program history.

Ms. Duncan spoke about the importance of digital access for the community including for students' education, remote work, and access to essential services. Ms. Duncan shared affordable internet, accessible devices, and digital skills training were core components of the Phoenix Housing Connect program. She spoke about the department's partnership with the Institute of Digital Inclusion Acceleration (IDEA) for The Hive digital learning centers. Ms. Anderson also highlighted the partnership with Cox Communities which connected over 37,000 households to in-home internet service.

Ms. Anderson shared additional program information about The Hive digital learning centers created in partnership with IDEA, such as one-on-one technology assistance and training, technology programming for 3D printing and virtual reality, and internet safety classes.

Director Gonzalez shared information on upcoming milestones such as expanding device distribution.

Councilwoman Stark thanked staff for their work on senior-focused digital literacy program.

Vice Mayor O'Brien thanked staff for their work and expressed support for continuation of the programs.

Councilwoman Hernandez thanked staff for their work and mentioned the importance of internet connectivity in the community.

Chairwoman Hodge Washington thanked staff for their work on the Phoenix Housing Connect program and noted that programs to install home internet had helped students improve grades.

## **6. Memory Café Update**

Human Services Department Director Jacqueline Edwards and Assistant Human Services Department Director Tracee Hall presented this item.

Director Edwards shared information on programs offered by the Human Services Department's Senior Programs Division, including Senior Center activities such as Memory Café.

Ms. Hall shared information about the Memory Café program including its history, staff training, classes, and program outcomes. Ms. Hall explained Memory Café is a program to offer support and activities for seniors experiencing memory loss and dementia. Ms. Hall provided information on program attendees, highlighting the growth in attendees in 2025 compared to 2024. She also spoke about the program's funding through the Human Services Department budget after the rest of American Rescue Plan Act (ARPA) funding was utilized by December 2024.

Vice Mayor O'Brien asked what plans have been made for program continuation since ARPA one-time funding was spent by December 2024.

Director Edwards stated the Memory Café program was integrated into the department's Senior Programs Division budget to continue the program at Senior Centers with existing budget.

Vice Mayor O'Brien asked if fees assist in covering program costs.

Director Edwards confirmed that, yes, the fees have helped.

Councilwoman Stark thanked staff for their work.

Chairwoman Hodge Washington asked for more information on the memory screening that is conducted and what resources participants are referred to.

Ms. Hall shared that staff are trained to detect early signs of dementia during memory screenings they conduct with participants, and that participants are connected with city and community resources to assist with any other needs, including medical issues.

Chairwoman Hodge Washington thanked staff and highlighted the importance of early memory screening.

## **7. Phoenix Public Library 2026 – 2029 Strategic Plan**

Library Services Director Erin MacFarlane presented this item.

Director MacFarlane shared information on how the Library Strategic Plan was developed, including creating a new mission statement and engaging with the community through surveys, focus groups, poster engagement, and interviews. Director

MacFarlane shared the results from community engagement were used to organize the department's strategic plan into four pillars: respond to the evolving needs of the community, champion better collections and better access, create inspiring spaces, and to inspire thriving minds and embrace lifelong learning.

Chairwoman Hodge Washington asked how the Library Services Department ensured there was feedback from underserved communities and library non-users to develop the strategic plan.

Director MacFarlane responded there were 500 non-user survey responses intentionally included. Director MacFarlane also shared that the department hosted focus groups with marginalized and underserved members of the community, such as with individuals sheltered with St. Vincent de Paul to ensure the department received feedback from unsheltered individuals.

Ginnie Ann Sumner spoke in support of this item and expressed interest in her community alliance's partnership with Saguaro Library.

Vice Mayor O'Brien thanked staff for their work and asked for examples of possible steps taken to address the first pillar of the strategic plan.

Director MacFarlane answered that pillar one, could be addressed by working with partners to provide services like hiring social workers to address the complex needs of some library users.

Vice Mayor O'Brien thanked staff for acknowledging the needs of community members that go beyond basic library services and for creating partnerships to meet these additional community needs. Vice Mayor O'Brien asked what concrete steps can be taken to address pillar two.

Director MacFarlane answered one step to address pillar two was to identify areas where additional libraries are needed in the community. Director MacFarlane highlighted the Book Mobile to help address library service needs for some communities, such as access to books.

Vice Mayor O'Brien inquired about plans to expand College Depot to other library branches outside of Burton Barr Library.

Director MacFarlane highlighted College Depot is currently hosting programs at different libraries due to construction at Burton Barr Library. Director MacFarlane shared that College Depot expansion has been discussed with the budget in mind.

Vice Mayor O'Brien asked what might be most challenging to implement the strategic plan and how City Council offices can assist.

Director MacFarlane shared receiving direction from City Council offices on what to prioritize and focus on would provide helpful guidance.

Vice Mayor O'Brien thanked staff for the presentation.

Chairwoman Hodge Washington thanked staff for the presentation and highlighted that the numerous survey responses received shows how critical libraries are for the community.

Chairwoman Hodge Washington highlighted the importance of access to libraries.

**CALL TO THE PUBLIC**

None.

**FUTURE AGENDA ITEMS**

None.

**ADJOURNMENT**

Chairwoman Hodge Washington adjourned the meeting at 11:00 a.m.

Respectfully submitted,  
Cecilia Alcantar-Chavez  
Management Fellow