



**PIMA COUNTY COMMUNITY DEVELOPMENT AND  
NEIGHBORHOOD CONSERVATION DEPARTMENT**

Kino Service Center  
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**PIMA COUNTY  
EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD  
FEMA/EFSP Phase XXXI**

**Funding Allocation Meeting Minutes  
Thursday April 4, 2014 1:00pm – 3:00pm  
Pima County Housing Center  
801 W. Congress  
Tucson Arizona 85745**

**MINUTES**

**EMERGENCY FOOD AND SHELTER BOARD MEMBERS**

|         |                   |                       |
|---------|-------------------|-----------------------|
| Present | Jill Rich         | John Blackburn        |
|         | Jackie Lopez      | Cammie Dirrim         |
|         | Laurie Mazerbo    | Evelyn Gonzales       |
|         | Margaret Higgins  | Lt. Jeffrey Breazeale |
|         | Vikki Marshall    | Terry Macdonald       |
|         | Susanna Rodriguez | Phillip Pierce        |
|         | Terri-Patt Smith  | Chava Gal-Or          |

|             |                    |
|-------------|--------------------|
| Not Present | Kennie Coddie      |
|             | Liz Christiansen   |
|             | Kim -Our Family    |
|             | David Round        |
|             | Anna Stevens-Denae |

**COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION  
DEPARTMENT STAFF**

Ana Durazo– Pima County Community Development and Neighborhood Conservation  
(CDNC) Program Coordinator for Special Populations

Daniel Tylutki– Pima County CDNC Program Manager

Pamela Moseley – Pima County Community Development and Neighborhood

Isabel Camarena – Pima County CDNC Administrative Specialist

**CALL TO ORDER**

Acting Chair Jill Rich called meeting to order at 1:00 pm

**ROLL CALL OF BOARD**

Quorum satisfied

## **PLEDGE OF ALLEGIANCE**

### **OPEN REMARKS**

Ms. Rich introduced and welcomed the new Program Coordinator, Ana Durazo

### **ADMINISTRATIVE MATTERS**

**a. Approval of Meeting Agenda XXXI**

Agenda item was skipped

**b. Approval of minutes from Phase XXXI 11/1/13**

Ms. Rich motioned to approve minutes with corrections to add the letter a to board Member's name

Lt. Breazeal - moved to approve with corrections

Mr. Pierce - Seconded

All in Favor

Motion passed unanimously

**c. Discussion on Phase XXXI Extension Request to the National Board**

Ms. Moseley explained to the board members that the board has the option to request and extension past the spending date of May 31, 2014. She also explained that if the board decided to extend the date, the next funding period could be delayed. The board discussed the spending status for each agency. Ms. Durazo informed the board that ninety percent of agencies had spent the first half of funds. Ms. Rich asked about the agency the agency that had unspent funds, Ms. Durazo stated that Arizona Youth Partnership had unspent funds in the amount of \$1,300.00 the board opted; there wasn't a need for an extension.

### **FEMA PHASE XXXII PROCESS/REVIEW OF COMMUNITY NEED**

The board consensus for community need was for housing, rent, utility and mortgage assistance.

### **DISCUSS AND REVIEW 2014-2015 FEMA RFP**

Ms. Durazo provided the board members a draft version of the request for proposal (RFP) For review and stated that the changes requested at the previous meeting in November 1, 2014 were made to the RFP.

The board agreed to ask applicants for both the program and agency budget on the next proposal and requested to correct grammar on page 3, Section V on number 2 to add parenthesis (), other corrections included question B on page 9. Ms. Durazo informed the board that she would contact those who have unspent funds and will contact the board should there be a sense to reallocate funds.

### **CALL TO AUDIENCE**

No Audience Present

**OTHER BUSINESS**

None

**ADJOURNMENT**

Ms. Rich motioned to adjourn the meeting.

Ms. Higgins moved to approve

Ms. Marshall Seconded

All in Favor

Meeting adjourned at 1:32 pm

Minutes submitted by Isabel Camarena