



**PIMA COUNTY
EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD
FEMA/EFSP Phase XXXIII
Funding Allocation Meeting Minutes
Wednesday July 27, 2016 & Thursday, July 28, 2016 1-3pm
Pima County Housing Center
801 W. Congress
Tucson Arizona 85745**

MINUTES

EMERGENCY FOOD AND SHELTER BOARD MEMBERS

Present Jill Rich
 Barry Weisband
 Cammie Dirrim
 Evelyn Gonzales
 Jamie Snyder
 John Blackburn
 Linda Shmyr
 Lori Aldecoa
 Margaret Higgins
 Philip Pierce
 Pia Seebach-York
 Terri Patt-Smith
 Russell Crossan Represented Vikki Marshall

Not Present Phillip Pierce – July 27, 2016

**COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION
DEPARTMENT STAFF**

John Matheny- Special Populations Program Coordinator
Daniel Tylutki – Program Manager
Erin Badger – Special Staff Assistant
Isabel Camarena – Administrative Specialist

CALL TO ORDER

Acting Chair Jill Rich called meeting to order at 1:06 pm

ROLL CALL OF BOARD

Quorum satisfied

PLEDGE OF ALLEGIANCE

Pima County Community Development and Neighborhood Conservation

Kino Service Center

2797 East Ajo Way, 3rd floor, Tucson, Arizona 85713 • Phone: 520-724-3777 • Fax: 520-724-6796

ELECTION OF BOARD CHAIR FOR PHASE XXXIII

Ms. Rich requested a motion to select new Board Chair.

Terri Patt-Smith moved to nominate acting Chair Jill Rich to be re-nominated for Board Chair.

John Blackburn- Seconded

Motion passed unanimously

INTRODUCTION

Acting Chair Jill Rich welcomed board members and asked board and guest to introduce and state the agency that they represent.

Ms. Rich briefed the board on the FEMA process, guidelines and requirements. Ms. Rich reviewed the list of non-allowable items. Ms. Rich addressed questions from the board. She clarified that back packs are not allowable and clarified that water purchase and bags of food are allowable items.

ADMINISTRATIVE MATTERS

a. Approval of Meeting Agenda XXXIII

Ms. Rich requested motion to approve agenda

Ms. Terri Patt-Smith move to approve Phase XXXIII agenda

Mr. Barry Weisband – Seconded

Motion passed unanimously

b. Approval of minutes from phase XXXII 09/10/2015

Ms. Rich motioned to approve minutes

Ms. Evelyn Gonzales - moved to approve September minutes

Mr. John Blackburn- Seconded

Motion passed unanimously

c. Discuss and Approve Phase XXXIII Allocations/Allowances

1. Award \$434,920.00; Administrative Allowance \$8,698.00

Ms. Rich announced the total award amount of \$434,920,00 with the maximum allowable administrative expenses is \$8,698.00 amount of which is included in total award amount.

Mr. John Blackburn moved to approve

Ms. Margaret Higgins - Seconded

All in Favor

Motion passed unanimously

2. Per Diem Rate Allowance

- **\$12.50 per night for Mass Shelter**

- **\$2.00 per meal for Mass Feeding**

Ms. Evelyn Gonzales moved to approve

Ms. Terri Patt-Smith - Seconded

All in Favor

Motion passed unanimously

3. Funding Period End Date-March 31, 2017

Ms. Margaret Higgins moved to approve

Mr. Barry Weisband - Seconded

All in Favor

Motion passed unanimously

BREAK INTO SUBCOMMITTEES

a. Discuss Proposals

The Board separated into Subcommittees at 1:40pm, the board reconvened at 2:45pm.

OTHER BUSINESS – None

CONTINUATION OF MEETING

Ms. Rich requested a motion continue meeting for July 28, 2016 at 1:00pm.

Ms. Margaret Higgins moved to approve

Ms. Terri Patt-Smith - Seconded

Motion passed unanimously

ADJOURNMENT

Meeting adjourned at 3:00pm

THURSDAY, JULY 28, 2016

CALL TO ORDER

Acting Chair Jill Rich called meeting to order, reconvening the meeting from Wednesday 7/27/16 meeting at 1:10 pm

ROLL CALL

Quorum satisfied

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

Members and guests introduced themselves and named the agency they represented.

BREAK INTO SUBCOMMITTEES

Chair rich indicated that Groups A and B had some work to do. The Board broke into groups at 1:05 PM. Groups returned at 1:25 PM. Chair Rich indicated the allocations from each group were to be on the spreadsheet and suggested to stay within \$4000 and be averaged. Both groups agreed to the process.

ALLOCATIONS DECISIONS

- a. Allocations were reviewed
- b. There was a brief discussion regarding the application requests from Old Pueblo Community Services. Due to insufficient information and unclear applications, both groups A & B agreed not to fund Old Pueblo Community Services.
- c. The final recommendations were reviewed: Spreadsheet enclosed.

Ms. Margaret Higgins move to approved the average for groups A&B per the spreadsheet
Ms. Terri Patt-Smith - Seconded

Motion passed unanimously

Mr. John Blackburn moved to approve allocation adjustment of \$1000

Ms. Linda Shmyr – Seconded

Motion passed unanimously

APPEAL MEETING

Monday August 8, 2016 at 1:00pm.

NEXT MEETING

Discussion held on future meeting time and also requested a copy a template to better calculate allocations. The Board agreed on having the next meeting in one day for four (4) hours.

MEETING ADJOURNMENT

Ms. Terri Patt-Smith moved to adjourn the meeting at 2:01

Ms. Linda Shmyr - Seconded

Motion passed unanimously

Minutes submitted by Isabel Camarena