



**PIMA COUNTY OUTSIDE AGENCY COMMUNITY ADVISORY  
COMMITTEE**

**Friday, April 24, 2015- 9:00 a.m.**

**Pima County Housing Center  
801 W. Congress Street  
Tucson Arizona 85701**

**Minutes**

**COMMITTEE MEMBER**

Present: Ms. Jeannine Mortimer – Chair  
Ms. Rosalva Bullock – Vice Chair  
Ms. Terri Hutts – D3  
Ms. Onita Davis – D1

Not Present: Ms. Mary Soltero – D2  
Mr. Steve Huffman – County Administrator

**COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION STAFF**

Isabel Camarena-Administrative Specialist  
Ana Durazo-Program Coordinator  
Leigh Havins-Grants Management  
Regina Kelly-Grant Writer  
Margaret Kish-Director  
Daniel Tylutki-Program Manager

**CALL TO ORDER by Chair Jeannine Mortimer at 9:04 am**

**1. ROLL CALL**

**Quorum Present**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MEETING MINUTES FOR MAY 1, 2014**

Ms. Mortimer requested a motion to approve the minutes  
Ms. Davis moved to approve the minutes  
Ms. Bullock seconded the motion  
Motion passed unanimously

**4. APPROVAL OF MEETING MINUTES FOR APRIL 13, 2015**

The meeting minutes corrected to add “outcomes required clarification” under the Girls Scouts of Southern AZ and the Jewish Family and Children Services on page 3.  
Ms. Mortimer requested a motion to approve the minutes  
Ms. Davis moved to approve the minutes  
Ms. Hutts seconded the motion  
Motion passed unanimously

Pima County Community Development and Neighborhood Conservation

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**Kino Service Center**

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

## **5. CALL TO PUBLIC**

None

## **6. UPDATE ON AGENCY REPORTS FOR APRIL 13, 2015**

Ms. Kish stated the OA Committee members were provided the original application at the meeting on April 13, 2015. The Scope of Work is the legal document that should have been provided as it is part of the contract between agencies and County. The Scope of Work is the legally binding form that identifies and defines what the agency is responsible for under contract.

Ms. Durazo informed the Committee that there was a technical error in the report they received at the previous meeting and the Jewish Family and Children's Services-Project Safe Place program is correctly reporting case management hours as contracted.

The Committee sought clarification at the last meeting whether the Girl Scouts of Southern AZ-Adelante Jovencitas program was serving two separate groups of individuals with group support and skill development. Ms. Durazo explained that two groups of 72 unduplicated girls were being served with group support and skill development hours.

Ms. Bullock requested that only staff provide the agencies the same documentation that the Committee is provided with prior to the meeting.

## **7. NEW AGENCIES TO OA PROCESS FY 14-15**

Ms. Kish provided a summary of the "Due Diligence" visits conducted with new agencies receiving OA funding for FY14/15:

- Diaper Bank –Diapers for Infants, Disabled and Senior program has a new Executive Director, Ms. Diane Brown. The agency is expanding their collaboration efforts with other non-profit agencies and other diaper providing agencies they have not previously collaborated with and have been successful in receiving other grants. The agency is on track with their expenditures and reporting requirements.
- Southern AZ for the Visually Impaired- Health & Wellness program- has received OA funds in previous years. The program is successful in providing the necessary services to meet the needs of their clients. The agency is expanding their services state-wide. The agency is on track with their expenditures and reporting requirements.
- United Community Health Center – Green Valley Transportation program is under a new CEO, Dr. Jimenez. The agency continues to expand their networks to better serve the rural communities. The agency is on track with their expenditures and reporting requirements.
- St. Elizabeth's Health Center-Medical Home for Uninsured became their own 501C in November, 2014. The agency uses a volunteer based model and provides medical services to low income individuals. The agency is expanding their marketing to inform the community of their services. The agency is on track with their expenditures and reporting requirements.

## **8. REVIEW & DISCUSSION OF POLICIES, PROCEDURES & BYLAWS**

Ms. Kish informed the Committee that the Bylaws (Article VIII) already contain a process for a request for funding reconsideration and the Committee may want to refer to the Bylaws for any future requests. Ms. Mortimer requested that the Bylaws be added to the next meeting agenda to adopt with the changes discussed.

## **9. DISCUSSION ON CONFLICT OF INTEREST**

Discussion took place regarding the potential conflict of interest issues for Committee members who serve on other boards. Ms. Mortimer stated that there is nothing in Robert's Rules of Order that states the Committee members must recuse themselves from voting or not participating in funding discussions for that agency for which they serve on the board. Committee members have historically chosen to recuse themselves from voting or participating in funding discussions and decisions. Ms. Hutts requested that it go on record that she was uncomfortable with the size of the Committee and potential issues that could impact a Quorum.

## **10. REVIEW AND DISCUSSION OF SPECIAL PROJECT REQUEST PROCEDURES**

The County Administrator requested that Ms. Kish develop a procedure for Special Requests to be reviewed by the OA Committee. Ms. Kish proposed that the OA Committee convene on a quarterly basis to review any requests and make a funding recommendation to the BOS. She also developed a condensed version of the OA application to use as a template for these requests.

## **11. DISCUSSION REGARDING OA BUDGET REDUCTIONS FOR FY 15/16**

The Committee discussed several budget scenarios to address the 10% budget reduction for OA for FY15/16. The Committee proposed two additional budget scenarios and will review and discuss them at the next meeting.

## **12. REVIEW AND APPROVAL OF SEMI-ANNUAL REPORT**

Ms. Mortimer requested a motion to approve the semi-annual report  
Ms. Davis moved to approve the semi-annual report  
Ms. Bullock seconded the motion  
Motion passed unanimously

## **13. NEXT MEETING**

The next meeting is scheduled for May 4, 2015 at 9:00 a.m.

## **14. ADJOURN**

Ms. Mortimer requested a motion to adjourn the meeting  
Ms. Davis moved to approve the approve the motion to adjourn the meeting  
Ms. Bullock seconded the motion  
Motion passed unanimously

Meeting adjourned at 11:22

Minutes submitted by Isabel Camarena, Administrative Specialist