



**PIMA COUNTY OUTSIDE AGENCY COMMUNITY ADVISORY
COMMITTEE**

Monday, May 4, 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
Mr. Steve Huffman – County Administrator

Not Present: Ms. Mary Soltero – D2
Ms. Onita Davis – D1

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

CALL TO ORDER by Chair Jeannine Mortimer at 9:01 am

1. ROLL CALL

Quorum Present

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES FOR April 24, 2015

The meeting minutes were corrected to add “between agencies and County” and “legal to legally” under Update to Agency Reports for April 13, 2015 on page 2.

Ms. Mortimer requested a motion to approve the minutes with the corrections

Ms. Hutts moved to approve the minutes

Ms. Bullock seconded the motion

Motion passed unanimously

4. CALL TO PUBLIC

Mr. Michael Blimes from the Jewish Family & Children’s Services of Southern Arizona (JFCS) addressed the Committee and provided an update on the JFCS HOME program. Due to new health care laws, JFCS had to transition its service model to the utilization of new durable medical equipment to address potential liability concerns. In the past, the program provided used

or refurbished equipment. Staff is working diligently to market the new program in the community and outreach to those who qualify for the program.

5. FOOD SYSTEMS COLLABORATION MODEL UPDATE

Mr. Michael McDonald, CEO of the Community Food Bank, provided an update on the approach and goals for the Food Systems Collaboration Model. He stated that there are eleven agencies which receive OA funds to provide food services. Ten of the agencies met and are in agreement to participate as a collaborative and are prepared to apply under one application for OA funds. The Committee expressed their support for the collaboration and will support the combined application process.

6. AGENCY UPDATE

Ms. Patti Caldwell, Executive Director of Our Family Services, stated that the South Tucson Community Services program her agency currently manages may be transitioned to the YWCA. The YWCA is interested in the program and it is considering taking over the program to include the program staff and the House of Neighborly Service staff who manage the property for the program. The County has a process in place to assign the contract to the YMCA should this transition occur.

Ms. Kish stated that staff has not heard back from anyone at San Ignacio. She contacted the Tribal Office last Friday and was directed to the Grants Finance Director, however no response to date.

7. DISCUSSION AND APPROVAL OF THE POLICIES, PROCEDURES & BYLAWS

Ms. Mortimer requested a motion to adopt the By-laws with correction to the date on the second page from "May 2, 2015" to "May 4, 2015"

Ms. Bullock moved to adopt By-laws with date correction

Mr. Huffman seconded the motion

Ms. Hutts voted nay.

Motion passed three to one

Ms. Mortimer requested a motion to replace the review process adopted in 2014 with the existing review process in the By-laws

Ms. Hutts moved to approve review process in By-laws

Ms. Bullock seconded the motion

Motion passed unanimously

8. DISCUSSION AND APPROVAL OF SPECIAL PROJECT REQUESTS POLICES AND PROCEDURES

Ms. Mortimer requested a motion to adopt the Special Project Policies and Procedures

Ms. Hutts moved to adopt the Special Project Policies and Procedures

Ms. Bullock seconded the motion

Motion passed unanimously

9. DISCUSSION AND APPROVAL OF BUDGET REDUCTIONS FOR FY 15/16

Ms. Mortimer requested a motion to remove funding for San Ignacio and apply an 8% budget cut to the remaining agencies for FY 2015-16.

Ms. Bullock moved to remove funding for San Ignacio and apply an 8% budget cut to the remaining agencies.

Ms. Hutts seconded the motion

Motion passed unanimously

10. REVIEW OF CONTRACT AMENDMENT PROCESS

Ms. Durazo provided the Committee a timeline for the contract amendment process. She stated there will be 87 contract amendments and she will incorporate a new procedure where the agencies will sign the contract amendments at the CDNC office in order to expedite the process.

11. ZOOMGRANTS PRESENTATION

Ms. Kelly provided an overview of the Zoomgrants RFP pre-application and application. She highlighted the efficiencies of conducting this process electronically versus manually. The Committee will be provided a training session in late September, 2015.

12. NEXT MEETING SCHEDULED

September 2015 - TBD

13. ADJOURN

Ms. Mortimer requested a motion to adjourn the meeting

Ms. Bullock moved to adjourn the meeting

Ms. Hutts seconded the motion

Motion passed unanimously

Meeting adjourned at 10:25

Minutes submitted by Isabel Camarena, Administrative Specialist