



**PIMA COUNTY OUTSIDE AGENCY COMMUNITY ADVISORY  
COMMITTEE**

**Tuesday, September 22, 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. Onita Davis – D1  
Ms. Mary Soltero – D2  
Ms. Terri Hutts – D3

Not Present: 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

**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 4, 2015**

The meeting minutes were corrected to add “Ms. Hutts had a dissenting vote on item #7” on May 4, 2015 on page 2.

Ms. Mortimer asked for a motion to approve the minutes with the corrections.

Ms. Hutts moved to approve the minutes. Ms. Davis seconded the motion.

Motion passed unanimously.

**4. REVIEW AND RECOMMENDATION: SPECIAL PROJECT REQUEST**

Ms. Kish provided a brief overview of the Special Project Request from Catholic Community Services of Southern Arizona (CCS) for the Senior Meal program and explained that the Board of Supervisors will review the request based on the Outside Agency Advisory Committee’s recommendation for funding. Should the Board approve, the funds will come from the Board of Supervisor’s contingency funds and not the Outside Agency funds.

CCS is in partnership with Pima Council on Aging were requesting \$63,000.00 to the Board of Supervisors.

CCS has been operating the Senior Meals program over 30 years and has been asked by the State to vacate the current building that has been used as a kitchen to prepare and store the meals served to seniors. Due to the program budget constraints, they are requesting these funds from the County to continue these crucial services to seniors with over 900 meals served on a daily basis. They explained that the truck and the equipment will remain with the program.

Ms. Mortimer asked for a motion regarding the Special Funding Request.

Ms. Hutts motioned to delay agenda item #4 and move to the next agenda item. No second.

Motion died

Ms. Mortimer asked for a motion regarding the Special Funding Request.

Ms. Bullock moved to approve the Special Project Request from Catholic Community Services to be considered for funding in the amount of \$63,000.00 from the Board of Supervisor's contingency fund. Ms. Davis seconded. Ms. Hutts had a dissenting vote.

Motion passed 4 to 1

## **5. FOOD SYSTEMS COLLABORATION MODEL UPDATE**

Ms. Bullock informed the Committee that she resigned from the Community Food Bank Board.

Mr. Michael McDonald, CEO of the Community Food Bank, provided an update on the Food Systems Collaborative. He stated nine of the agencies participating in the collaborative have met several times since the last Outside Agency meeting. The collaborative has identified ways to share their assets and resources to better support the community.

Mr. McDonald stated that the collaborative agencies will apply individually but make their presentation to the Committee together.

Ms. Bullock inquired if San Ignacio was participating in the collaborative. Ms. Kish responded that San Ignacio currently did not have a contract with Pima County and therefore were not participating though several attempts had been made to invite them to join.

Ms. Kish suggested that the collaborative reach out to the Sahuarita Food Bank and Mr. McDonald agreed to do so.

## **6. FY 2014/2015 CLOSE OUT AND MONITORING**

Ms. Kish recognized Ms. Durazo's and grants management's performance for the excellent job done, resulting in 99% of grant funds expended for the fiscal year 2014-2015. A copy of the overall expenditures for fiscal year 2014-2015 was provided to the Committee.

Ms. Durazo provided a list of the agencies that had been monitored as well as a list of the agencies that had remaining balances.

Ms. Hutts asked about Casa De Los Niños remaining balance and Ms. Durazo explained that the agency has two funding sources for this program, OA and CPS. CPS funds the children referred by them. This past year, most of the children referred by CPS had extended stays that didn't allow for open beds for other children that OA supports.

Ms. Hutts also asked about Habitat for Humanity's remaining balance. Ms. Kish explained that this program receives funding from Pima County CDBG and OA. These funds are used for a

collaborative for transitional and emergency shelters. Habitat's transition to new management leadership led to a delay in funds being drawn down. Ms. Kish stated that she met with Ms. Vanhook and reviewed the contract and program scope for Outside Agency.

Ms. Mortimer asked about the Southwest Fair Housing Council's remaining balance. Ms. Durazo explained that she had monitored this agency and the agency didn't want to bill until the contract was fully executed and it was late in getting executed which affected the use of their funds.

Ms. Bullock and Ms. Hutts expressed an interest in attending future program monitoring's.

## **7. REVIEW AND APPROVAL OF ANNUAL REPORT**

Ms. Durazo provided a copy of the annual report to the committee and gave a brief overview of the report. Ms. Kish added that this report will be distributed to the County Administrator and the Board of Supervisor's.

Ms. Mortimer requested a motion to approve the annual report for FY 14-15 with typo corrections as noted.

Ms. Hutts moved to approve the OA Annual Report. Ms. Davis seconded.

Motion passed unanimously

## **8. ZOOMGRANTS – OUTSIDE AGENCY UPDATE AND PROCESS**

Ms. Kelly provided an update and review of the ZoomGrants online Outside Agency pre-application and application. She stated that the goal is to make the RFP process efficient. Ms. Kish stated the Ms. Kelly and Ms. Badger will be providing training on ZoomGrants for the agencies and for the Committee members.

## **9. FY 2016/2017 PRIORITIES, GOALS & TIMELINE**

The Committee discussed the process for the upcoming fiscal year. OA agency presentation meetings will begin taking place in mid-March through May 2016.

The Committee discussed their funding priorities for FY2016-2017. They agreed to support the Pima County Food Systems Collaborative model to include changing the current category title to "Food Systems Collaborative and Emergency Food and Clothing". They agreed to increase the target funding in this category to 40% and determined the target percentages for the remaining categories as follows: Youth 25%; Support Services 20%; Community Services 10%; and Senior Services 5%. It was noted that these are target numbers only and may change based upon the number of applications in each category and the community need.

The Committee requested that a question be added to the application to determine if those programs applying for Outside Agency funds which primarily serve the City of Tucson residents are receiving any City of Tucson funding. The Committee asked that a question be added to the application inquiring that if a program is receiving any other County funds. The Committee requested that the budget revenue section of the application have a field that captures the amount of private grants, donations and fundraising anticipated for the next fiscal year.

## **10. CHANGES IN COUNTY ADMINISTRATION**

Ms. Kish announced that Mr. Hank Atha retired and Ms. Jan Leshner is the new Deputy County Administrator for Community and Health Services.

## **11. NEXT MEETING**

Planning meeting in January 2016 to be scheduled.

**12. ADJOURN**

Ms. Mortimer requested a motion to adjourn the meeting.

Ms. Hutts moved to adjourn the meeting. Ms. Davis seconded the motion.

Motion passed unanimously

Meeting adjourned at 10:12

Minutes submitted by Isabel Camarena, Administrative Specialist