

**Pima County Community Action Agency Board**  
**Wednesday, November 13, 2013**  
**Minutes**

**Members Present**

Cynthia Nahsonhoya  
Imelda Pines  
Jim Watson, Chair  
John Vasquez Bedoy, Vice-Chair  
Lori Bable  
Patricia Barnes Cannon  
Rosenna Trejo  
Roy Tullgren  
Willie Blake

**Staff Present**

Rosemary Cora-Cruz  
Evelyn Gonzales  
Adelina McKenna

**Members Absent**

Annabelle Nunez (E)  
Diane Brown (E)  
Dianna Gonzales (E)  
Gloria Valenzuela (E)  
Lacy Hancock  
Paul Appleby (E)

**Guests / Agencies Present**

Valedia F Walker,  
Gospel Rescue Mission Women's Center case worker

**I. Call to Order**

Jim Watson, Chair, established a quorum was present; the meeting was called to order by Jim Watson, Chair at 5:45 p.m.

**II. Pledge of Allegiance**

Recited

**III. Approval of Minutes**

The following minutes were approved:

September 18, 2013 – Roy Tullgren motioned, John Vasquez Bedoy, Vice-Chair seconded, and members unanimously accepted.

**IV. Staff Report**

**A. Funding report –**

Rosemary Cora-Cruz, Community Service Program Manager, completed an overview of funds spent and available; discussed the various funding sources available for rent/mortgage assistance; utility assistance; utility repair and/or replacement program; and the various discount programs available to limited income individuals/households, as well as presenting the number of households served within Pima County to date.

**B. Contract update –**

Rosemary Cora-Cruz, Community Service Program Manager, completed an overview of the current Community Services Block Grant (CSBG) funds distribution and the programs being funded – emergency rent/mortgage assistance; prescription assistance; rural food banks operating costs; minor home repairs.

**C. ROMA Training –**

Rosemary Cora-Cruz, Community Service Program Manager, explained the purpose of **Results Oriented Management and Accountability** and the significance of the information collected is vital to Arizona demonstrating the need for CSBG funding. Staff stressed the importance of Board members be available to attend a **ROMA** training. January training dates were discussed; staff will follow up with Board members to set a date.

## V. CAAB Status

### A. By – Law Amendments –

Request to amend Article X – Officers Section B Election of Officers to change the sentences below from a 2 year term to a 4 year term. Currently it reads:

***The Chairperson and Vice-Chairperson shall be elected at the Annual Meeting by the Community Action Agency Board and shall serve for the term of two (2) years. The office of the Chairperson shall not be held by a member for more than two (2) years. The officers shall be elected from among the members of the Community Action Agency Board.***

Proposed change is:

***The Chairperson and Vice-Chairperson shall be elected at the Annual Meeting by the Community Action Agency Board and shall serve for the term of four (4) years. The office of the Chairperson shall not be held by a member for more than four (4) years.***

Roy Tullgren motioned, Rosenna Trejo seconded, and members unanimously accepted.

Request to amend Article V – Selection Procedures Section D-1 (page 3) to eliminate the second sentence:

***Each of the five (5) members of the Pima County Board of Supervisors, as designating officials, shall hold these seats and may select a representative to service for him/her on the Pima County Community Action Agency Board.***

And instead add:

***“The term for the public representatives may be for the length of the term that the public official is in office.”***

Roy Tullgren motioned, Willie Blake seconded, and members unanimously accepted.

### B. Terms –

- D. **CAAB Description** – long-standing Board members explained to new Board members the position of the Community Action Agency Board in the community and the purpose of the funds.

**CAAB Roles** – long-standing Board members explained to new Board members the roles as Board members and the importance of attending meetings; staff expressed concern regarding absent Board Members. John Vasquez Bedoy discussed with the Board members who have missed two or more meetings with no verbal or written communication to explain their absence. Jim Watson asked staff to draft letter to applicable Board members and Jim would sign the letter for staff to send out. Board members need to be active and engaged participants.

- E. **CSBG Proposal Review Process** – Staff discussed with the Board possibly going from a two year funding cycle to a three year cycle because a two year cycle does not allow the funded agencies to show their progress before the agencies have to apply all over again. Staff will present a sample Request for Proposal (RFP) to begin introducing the RFP to new Board members and familiarize them with the process. The Community Needs assessment was discussed and the importance of the information gathered defines what the community states they need; the Community Needs assessment could be completed for fall 2014 in preparation for the RFP release in January 2015. The RFP process will be an agenda item for January 2014 and thereafter.

## VI. Other Business

### A. **Emergency Services Network (ESN) agency report -**

Staff reported that contracts are in place and the ESN agencies are providing services in the community; Pima County CAA is holding off taking rent and mortgage assistance applications due to the fact CAA has overspent funds due to the ESN agencies inability to provide assistance until contracts were in place.

**B. Community Service Block (CSBG) agency report -**

Staff reported that all CSBG grantees contracts are in place as well and the agencies are providing services. Services being provided are: emergency rent/mortgage assistance; prescription assistance; rural food banks operating costs; minor home repairs.

**VII. Call to the Audience**

The Board welcomed and thanked Valedia F Walker for attending the meeting. Ms. Walker is employed with the Gospel Rescue Mission Women's Center as a case worker. Her interest in the meeting was to learn what opportunities are available to her clients.

**VIII. Adjourn**

The next meeting is scheduled for Wednesday, January 15, 2014 at 5:30pm. There being no further business, a motion was made to adjourn and meeting was adjourned at 7:00p.m.