



**PIMA COUNTY COMMUNITY DEVELOPMENT AND
NEIGHBORHOOD CONSERVATION DEPARTMENT**

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**PIMA COUNTY
COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION
OUTSIDE AGENCY COMMUNITY ADVISORY COMMITTEE**

**Friday, March 19, 2010, 8:30am
Southern Arizona Children's Advocacy Center
2329 E. Ajo Way, Tucson, AZ
MINUTES**

COMMITTEE MEMBERS

Present	Mr. Corey Smith, Chair – District 1 Appointee Mr. Colin Zimmerman, Vice Chair – County Administrator Appointee Ms. Jeannine Mortimer – District 4 Appointee Ms. Rosalva Bullock – District 5 Appointee
Absent	Ms. Cazlin Robbins – District 3 Appointee

COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION STAFF

Margaret Kish – Pima County Community Development Director
Al Kulwin – CDBG Program Manager
Jane Kroesen – Pima County Community Development Project Coordinator
Paula Jansmann – Pima County Community Development Administrative Specialist

OTHERS PRESENT

Mr. Michael Lundin representing District 2
Pat Devito – Outside Consultant
Karen Friar – County Attorney

CALL TO ORDER by Chair Corey Smith at 8:35am

WELCOME AND INTRODUCTION

Quorum Present

Ms. Kish gave an overview of Outside Agency within the context of the Community Development and Neighborhood Conservation Department's programs.

HISTORY OF OUTSIDE AGENCY PROGRAM

Mr. Kulwin gave an overview of the background and purpose of the Committee from its creation in 1992 to current membership, funding categories, improved processes, accountability and relationships with the Board of Supervisors and agencies.

The Committee was handed a copy of the Fiscal Year 2009-2010 Outside Agency First Quarter Impact Report and the winter 2010 Newsletter for the CDNC Department.

Mr. Zimmerman indicated that he would like to see this information distributed to Business leaders. Ms. Kish recommended that it would be more beneficial if this information were distributed by the Committee members themselves than from her office.

Policy: Meeting attendance and voting

Ms. Kroesen indicated there were two parts the Committee needed to cover – attendance and voting. To commit to coming, and, if can not to please let us know or if attendance is required in order to vote on a service category. Mr. Smith indicated he would like to hold this under Committee Direction.

STATE OF PIMA COUNTY

Ms. Kish indicated that at this point in time there is no decision by the County Administrator to make any cuts to the Outside Agency pool. Issues with the State passing down responsibilities for program areas and other types of cuts which may be coming could impact the future. Neither our department nor OA is scheduled for any cuts at this time.

CITY AND OTHER GOVERNMENTAL ENTITIES FUNDING OUTLOOK

Ms. Kish provided the Committee with information comparing the Outside Agency process for Pima County and the City of Tucson to illustrate why these funds are even more critical this year.

- The city of Tucson is not allocating any general fund dollars to Outside Agency and looking at only CDBG public services and Emergency Service Grant funding.
- The County will distribute:
 - Approximately \$390,000 in CDBG Public Service funds
 - Approximately \$115,000 in Emergency Service Grant funds
 - Approximately \$2.2 Million in target Outside Agency Services categories the Committee will distribute
- Priorities
- Criteria for Funding
- Types of Programs
- Agency and Program Eligibility – items for future consideration

Ms. Devito indicated that the City of Tucson was only putting Federal money on the streets unlike the Outside Agency allocation recommendations made by the Committee which would be County in origin.

Ms. Kish reviewed information taken from the 5 year consolidated plan, which goes to the Board of Supervisors and HUD regarding community values.

- Comparing community and individual responses and not just numbers and outputs – our need and ability to address what’s going on in the community – a hierarchy of need with strategies such as intervention, prevention, improvement and enrichment.
- Additional information regarding goals and what services may be in these categories.
- A mini profile of what is happening in human services – back ground information

- Using the types of programs the Committee was going to see, placed them in the categories. When reviewing proposals looking at basic needs. The intervention, prevention area is the target area.
- A list of questions the Committee may want to reflect on as they review the proposals.
- New programs in anticipation of new cuts. Need to distinguish from agencies that are just new to Outside Agency review and those that a newly created.

Mr. Smith discussed the format by which agencies would be reviewed:

- Ms. Devito will give overview of the program and facilitate questions posed by the committee.
- A cover sheet, developed by staff, will provide an overview of application, outputs, outcomes what received last year, if applicable and contract compliance.
- Committee members will provide staff recommendations for the service category presented that day. This amount will not be binding
- Commit to 8 weeks.
- At the end will make final recommendations

FY 2010-11 FUNDING PROCESS TO DATE

Margaret described the prior Committee meetings where the following was determined: election of chair and vice chair, funding priorities, review of application and assignment of funds per service category

APPLICATION REVIEW

Power point reviewed application and points where appropriate questions to ask of program representative may arise.

REQUESTS BY AGENCY/PROGRAMS AND SERVICE CATEGORIES

Handout contained list of applicants by alpha and service category. Listed contained prior award, current request, year first awarded Outside Agency funds and new programs to Outside Agency and newly developed programs.

COMMITTEE DIRECTION

Policy: Programs requesting less than \$15K (2)

Ms. Kish indicated that one of the programs had been moved to CDBG and recommended that the second agency be contacted for an updated budget sheet.

Policy: Different funding determinations for:

Newly Developed Programs

Agencies new to OA

Programs new to OA

Should new programs to OA or newly developed be asked different questions? For example: What need are they providing that is not already being provided.

Ms. DeVito indicated those program questions may be more open with the ability to ask whatever you want. The question is, do we want 2 or 3 laid out questions for new agencies?

Mr. Smith asked the number of new – total of 16 spread out over the service categories, with 7 in community services.

Mr. Smith indicated he would prefer free forum.

Ms. Kish reviewed the following new programs:

- Arivaca Fire District – paying employees for 9-1-1 calls.
Recommend application be put with the General Services Category – not appropriate for OA. Committee agreed with recommendation
- Caregiver Training Institute – Family Caregiver Training Program. Pima Council On Aging (PCOA) receives a grant and funds Pima County Health System to provide caregiver training, education and support. That service is a function of Pima County.
Recommend that OA not fund another agency to do what the County does. Committee agreed with recommendation.
- Western Pima County Community Council – moved to CDGG.
- Town of Marana – Senior Health Program.. Concern that OA has never funded health related programs and if start funding jurisdictions for health related programs, something that Pima County Health Department should be responsible for. Not a non-profit.
Recommend be moved to General Services. Committee agreed with recommendation.
- Youth Empowerment Services (YES) Network – Health Clinic Services.
Recommend that it be sent to the Pima County Health Department. Committee agreed with recommendation.

Ms. Kish will prepare a memo for Mr. Smiths' signature to be sent to Mr. Atha with these recommendations.

Policy: Meeting attendance and voting

Mr. Smith indicated that, if at the end of each session and at the very end when the final allocation is made, if you were not present at a session you could comment but not vote.

Question was raised as to a member being able to vote if electronically present, i.e. via telephone and if the Bylaws would need to be amended to cover this.

Policy: Unexpended FY 2009-2010 funds

Ms. Kroesen informed the Committee that there were two programs that have closed mid year this fiscal year: Child & family Resources Programs: Teenage Center for Adolescent Parent with a remaining balance of \$29,644.37 and Father to Father with a remaining balance of \$2,700. These funds must be expended in the current fiscal year and can not be rolled over. Ms. Kish suggested that The Pio Decimo Center, which provides child care and could expend the funds by the end of June, receive \$29,644.37 and \$2,700 be allocated to Chicano Por La Causa's Parenting Arizona.

Mr. Smith recommended that discussions take place to determine if, they can in fact, use the monies as part of their central requirements and be kept within the existing categories. Ms. Kish indicated that this would be a recommendation only.

QUESTIONS

None

NEXT MEETING, MARCH 26, 8:30AM

FORMAT RECOMMENDATION MEETINGS AND PROCESS

Ms. Kroesen handed out the schedule of agencies and programs for following meetings and a Summary Form for the Community Services Category for next week. Also included was a recommendation form to be completed at the end of each meeting or returned to her electronically by Wednesday the following week. Prior to review of the agencies this form will be reviewed. Ms. Kroesen asked that the Committee be aware of the amount received by agencies last year as some have asked for level funding and others requested a significant increase.

Ms. Bullock left the meeting at 10:00am.

OPEN MEETING LAW AND CONFLICT OF INTEREST

Due to a lack of quorum this portion was done as a training session. Karen Friar provided a guide put together for use as a reference. Ms. Friar reviewed:

- The purpose of the Open Meeting Law - giving maximum access to the public
- What constituted a meeting in person or through technological devices – quorum
- Importance of agendas
- Ability to have at least one person attend by phone – (may require bylaw amendment)
- Meetings can occur serially whereby members do not have to be present at the same time
- Impact of emails
- Ramifications of open meeting law infractions

Examples and questions were discussed. Information on Conflict of Interest will be provided to the Committee.

Meeting adjourned at 10:50 am.

Ms Kish indicated, for those who were interested, Jane had a power point presentation to review the applications.

Minutes submitted by Paula Jansmann.