



**PIMA COUNTY
EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD
FEMA/EFSP Phase XXXIII
Semi-Annual Meeting
June 27, 2017 10:00 am
Pima County Housing Center
801 W. Congress
Tucson Arizona 85745**

MINUTES

EMERGENCY FOOD AND SHELTER BOARD MEMBERS

Present	Jill Rich Barry Weisband Cammie Dirrim Dana Mellors Jamie Snyder John Blackburn Linda Shmyr Lori Aldecoa Margaret Higgins Philip Pierce Pia Seebach-York Terri Patt-Smith
Not Present	Jackie Lopez Kim Egita Vikki Marshall

**COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION
DEPARTMENT STAFF**

John Matheny- Special Populations Program Coordinator
Daniel Tylutki – Program Manager
Erin Badger – Special Staff Assistant
Paula Jansmann – Administrative Specialist Sr.
Hannah Lyon – Intern

CALL TO ORDER

Chair Jill Rich called meeting to order at 10:00 am.

ROLL CALL OF BOARD

Quorum satisfied

Pima County Community Development and Neighborhood Conservation

Kino Service Center

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

PLEDGE OF ALLEGIANCE

OPEN REMARKS

Mr. Matheny informed the Board that Dana Mellors would be replacing Elaine Raviele as the Board's representative from the City of Tucson.

Mr. Matheny stated that the Board, at a minimum, needs to meet at least twice a phase. Wanted to discuss the next phase and some Emails from FEMA

ADMINISTRATIVE MATTERS

a. Approval of minutes from phase XXXIII July 27th & July 28th, 2016

Mr. Matheny asked for a motion to approve minutes

Ms. Seebach-York - moved to approve the July 2016 minutes.

Ms. Patt-Smith - Seconded

Motion passed unanimously

b. Discuss Phase XXXII Final Reports and back-up documentation

Mr. Matheny reminded the Board that Agencies get half of their award up front and the second half is held until the previous phase is closed out. There is one agency, Community Action, still submitting paperwork. All Agencies have completed the form on line regarding the second payment amount and printed out the report to be signed by the Board Chair. All forms will be sent at the same time to FEMA. Once the phase XXXII reconciliation has been completed, second payment checks will be electronically sent to the Agencies.

c. Discuss Phase XXXIII Extension Request to National Board to August 31, 2017 for Agencies to expend funds.

Mr. Matheny reminded the Board of the extension request is to August 31, 2017 for Agencies to expend Phase XXXIII funds, however, he had not received confirmation but would notify the Board when he has.

d. Discuss Phase XXXIII 2nd half payments.

Phase XXXIV Award – FY 2018 Federal FEMA Budget Request – four or five programs proposed to be eliminated as of October 1, 2017. EFSP program was one they wanted to eliminate. Has not heard anything further regarding the movement of EFSP funds to HUD.

DISCUSS PHASE 34 AWARD

Mr. Matheny recommended that the Board do an RFP process and meet in August as PHASE XXXIII will end August 31st. Phase 33 & 34 can be run concurrently. The County was awarded \$434,000 for Phase XXXIV ending early 2018.

CALL TO AUDIENCE

None.

OTHER BUSINESS

None.

REQUEST MOTION TO ADJOURN

Ms. Rich asked for a motion to adjourn.

Ms. Patt-Smith - moved to adjourn.

Ms. Seebach-York - Seconded

Motion passed unanimously

ADJOURNMENT

Meeting adjourned at 10:17am.

Minutes submitted by Paula Jansmann