



**PIMA COUNTY  
EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD  
FEMA/EFSP Phase XXXIV  
Funding Allocation Meeting  
September 18, 2017 10:00 am  
Pima County Housing Center  
801 W. Congress  
Tucson Arizona 85745**

**MINUTES**

**EMERGENCY FOOD AND SHELTER BOARD MEMBERS**

Present	Jill Rich Cammie Dirrim Dana Mellors Jamie Snyder John Blackburn Linda Hollis Lori Aldecoa Margaret Higgins Philip Pierce Pia Seebach-York Terri Patt-Smith Russell Crossan Elizabeth Schulman Ken Briggs
Not Present	Jackie Lopez Kim Egita Cynthia Duncan

**COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION  
DEPARTMENT STAFF**

John Matheny- Special Populations Program Coordinator  
Daniel Tylutki – Program Manager  
Erin Badger – Special Staff Assistant

**CALL TO ORDER**

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

**ROLL CALL OF BOARD**

Quorum satisfied

**PLEDGE OF ALLEGIANCE**

Pima County Community Development and Neighborhood Conservation

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Kino Service Center

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## **OPEN REMARKS**

Chair Jill Rich outlined the FEMA funding allocation meeting procedure, as follows: Half of the FEMA Board stays in the large conference room to review applications, and the other half goes to a separate room to perform their review. Agency representatives in the audience can answer specific questions posed by the Board, but cannot “pitch the whole grant.” If any FEMA Board members are a part of the agency under review for an award, they cannot answer any questions on behalf of their agency.

## **ELECTION OF CHAIR FOR PHASE XXXIV**

**Board unanimously re-elects Jill Rich as Chair**

## **ADMINISTRATIVE MATTERS**

### **I. Approve Agenda**

Chair Jill Rich asked for a motion to approve agenda.

Ms. Hollis – moved to approve the agenda.

Elizabeth Schulman - Seconded

**Motion passed unanimously**

### **II. Approval of minutes from Phase XXXIII June 27<sup>th</sup>, 2017**

Chair Jill Rich asked for a motion to approve minutes

Mr. Briggs - Moved to approve the June 2017 minutes.

Ms. Patt-Smith - Seconded

**Motion passed unanimously**

### **III. Discuss & Approve XXXIV Allocations/Allowances**

#### **A. Award \$452,719; Administrative Allowance \$9,054.38**

Chair Jill Rich asked for a motion to approve award amount with administrative allowance.

Elizabeth Schulman - Moved

John Blackburn - Seconded

**Board approved unanimously.**

#### **B. Per Diem Rate Allowance**

##### **1. \$12.50 per night for Mass Shelter**

##### **2. \$2.00 per meal for Mass Feeding**

Chair Jill Rich asked for a motion to approve the per diem rate allowance.

Elizabeth Schulman - Moved

John Blackburn - Seconded

**Board approved unanimously.**

### **C. Funding Period End Date – Jan 31, 2018**

Mr. Matheny introduced discussion regarding Phase 33. Mr. Matheny stated that the FEMA Board is required to approve phase end date, and that Phase 33 is ending in a few weeks. Phases are often extended. Mr. Matheny stated that he had reached out to all the agencies regarding their spending of funds – all of whom had said they spent it all. Mr. Matheny stated that in Phase 33, all subrecipients received their second half payment.

Mr. Pierce inquired as to the FEMA Board's responsibility in monitoring funded agencies. Mr. Matheny stated that the FEMA Board monitors subrecipients by reading their reports, and if there is an issue with spending funds, the FEMA Board meets to discuss.

### **IV. Break into Subcommittees**

#### **A. Discuss Proposals**

The FEMA Board split into two groups (Group A and Group B) to review applications at 10:22 a.m.

#### **B. Make Funding Allocation Recommendations**

The Board reconvened to compare Group A and Group B's recommendations, as well as the requested amounts per application. The recommendations for Group A and Group B were averaged to determine the Board's final funding recommendation per each application. Mr. Matheny led the recommendation process, as well as input all the requested and recommended amounts on spreadsheet, and performed calculations to finalize.

Ms. Rich asked for motion to make final recommendations.

Ken Briggs - Moved

Elizabeth Schulman - Seconded

**Motion passed unanimously.**

### **V. Call to Audience**

None.

### **VI. Other Business**

Mr. Tylutki made comment that the Board will need to recommend changes to the application process, should there be a Phase 35, to incorporate a risk assessment to comply with the intent of 2 CFR 200.

### **VII. 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 11:50 am.

Minutes submitted by Erin Badger

DRAFT