



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

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**PIMA COUNTY
EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD
FEMA/EFSP Phase XXXI
Funding Allocation Meeting Minutes
Friday November 1, 2013 10:00am – 2:00pm
Pima County Housing Center
801 W. Congress
Tucson Arizona 85745**

MINUTES

EMERGENCY FOOD AND SHELTER BOARD MEMBERS

Present	Jill Rich	John Blackburn
	Jackie Lopez	Cammie Dirrim
	Laurie Mazerbo	Evelyn Gonzales
	Margaret Higgins	Lt. Jeffrey Breazeale
	Vikki Marshall	Anna Stevens-Denae
	Kenny Coddie	Susanna Rodriguez
	Liz Christensen	Phillip Pierce
	Terri-Patt Smith	Chava Gal-Or
	David Round	

**COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION
DEPARTMENT STAFF**

Pamela Moseley – Pima County Community Development and Neighborhood
Conservation (CDNC) Program Coordinator for Special Populations
Isabel Camarena – Pima County CDNC Administrative Specialist
Daniel Tylutki– Pima County CDNC Program Manager
Gloria Soto- Program Coordinator
Lori Aldecoa- Program Coordinator

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL OF BOARD

Quorum satisfied

PLEDGE OF ALLEGIANCE

INTRODUCTION & WELCOMING

Acting Chair Jill Rich welcomed board members and asked board and guest to introduce and state the agency that they represent.

Pamela Moseley briefed the board on the FEMA process and provided updated Phase XXXI FEMA manuals to all board members. Ms. Moseley also informed the board that the FEMA funds are to be used for hungry and homeless purposes only and not to be used for disaster relief.

Acting Chair Jill Rich explained process on deciding funding allocations

SELECTION OF BOARD CHAIR FOR PHASE XXXI

Ms. Rich requested a motion to select new Board Chair

Terri Patt-Smith moved to nominate acting Chair Jill Rich to be re-nominated for Board Chair

Margaret Higgins- Seconded

All in Favor

Motion passed unanimously

ADMINISTRATIVE MATTERS

a. Approval of Meeting Agenda XXXI

Ms. Rich requested motion to approve agenda

Ms. Patt-Smith moves to approve Phase XXXI agenda

Ms. Higgins – Seconded

All in Favor

b. Approval of minutes from phase XXX 12/3/12

Jill Rich motioned to approve minutes

Susanna Rodriguez- moved to approve

John Blackburn- Seconded

All in Favor

c. Discuss & Approve XXX Monitoring Process

Ms. Moseley explained to the committee that after the local board makes award at the meeting on November 1, 2013 the report will be submitted to the national board. The funds will be expended to the existing electronic accounts that are set up for fund transfers. The agencies that are not set up will receive a check. Additionally Ms. Moseley informed the board of the interim report and time table. She explained that the final report has requirements regarding the back-up documentation; Ms. Moseley suggested that the board consider to require all local recipient organizations to provide all back up documentation with the exception of detailed back up like client sign in sheets at time of the final report. She also recommended that Pima County staff conduct the onsite monitoring process and verify the documentation to ensure that all agencies receiving funding are compliant with the FEMA regulations.

Discussion: Mr. John Blackburn recommended that the agency monitoring occur every two years instead of yearly. Ms. Higgins stated that was not sure that sign in

sheets would be appropriate for all agencies and suggested that different circumstances be considered for different agencies. Ms. Moseley explained that some items are not negotiable by local board since their mandated by National board. The local board must be clear on the documentation that will be retained. Ms. Moseley referred to the manual which explains the required documentation she also explained that FEMA requires documentation on how the per diem of \$2.00 is spent. Discussion on how to keep service records of meals served when accompaniment of shelter. The board agreed to have everyone having a meal sign in regardless if they lived or visited the shelter.

Approval of Monitoring Process XXX

Ms. Rich moved motion to approve the monitoring process

Ms. Rodriguez moved to approve that sub recipients provide backup documentation as required by FEMA regulations for each category; including copies of checks front and back and that Pima County staff conduct the onsite visit/agency monitoring every two years or as needed and or when needed to follow up on compliance issues. Ms. Moseley recommended as required by FEMA for each category

Mr. Breazeale – Seconded

All in Favor

Motion passed unanimously

D.) Discuss & Approve XXX Allocations /Allowance

Ms. Rich announced the total award amount of \$338,185.00 with the maximum allowable administrative expenses is \$6,764.00 amount of which is included in total award amount.

1.) Administrative Allowance total \$6,764.00

Ms. Marshall moved to approve

Ms. Dirrim Seconded

All in Favor

Motion passed unanimously

2.) Per Diem Rate Allowance

\$12.50 per night for mass shelter and \$2.00 for meal mass feeding

Ms. Marshall moved to approve

Ms. Higgins seconded

All in Favor

Motion passed unanimously

3.) Funding Period End Date Discussion & Approve

Ms. Moseley explained that current FY began June 1st 2013 and is retroactive.

Ms. Rodriguez moved to approve spending funding period to end May 31, 2014

Ms. Smith- Seconded

All in Favor

Motion passed unanimously

Ms. Moseley informed board that interim report is due by March 15, 2014 to local board and must be submitted to the National Board by March 31, 2014 for the second portion of funds to be disbursed to awardees.

DESCRIPTION OF FEMA PHASE XXXI PROCESS

Review of Community Need; members of the board expressed the need for rent, utility and mortgage assistance along with food and emergency shelters due to the overwhelming need in the community. Ms. Moseley informed board members that in the past Community Action Agency received funds and disbursed to sub recipients. FEMA has changed that model for the current Phase XXXI agencies now need to apply for their own rental assistance including Community Action Agency. As a result the board will see more proposals due to the change, in addition she stated that in the rental category states to use due diligence in assuring that clients only received assistance once. Finally Ms. Moseley explained that the mass & shelter category includes a motel voucher which is a different category under shelter and is explained that it's to be used for families in this community

-The Board separated into Subcommittees at 10:50am, the board reconvened at 12:55pm.

DISCUSSION OF PROPOSALS

The board members agreed to average if the amount was within \$1,000 and will discuss if the amount is zero.

Ms. Rodriguez moved motion to accept the average and decisions of allocations per spreadsheet attached.

Ms. Higgins Seconded

Motion passed unanimously

Ms. Marshall motioned to approve award decision (see attachment)

Ms. Patt- Smith seconded

All in Favor

Motion passed unanimously

OTHER BUSINESS

Future request for proposal (RFP): Ms. Rodriguez recommended that the wording "if applicable" on questions 3, 4 & 7 be removed from the request for proposal. Other board members recommended that "Not applicable N/A" on the application is allowed. The budget statements for the program are confusing suggested that a scoring system be added and include better instructions for the threshold review. Ms. Moseley explained to the board that the proposal applications are submitted to the board as received. The board agreed that need a grading tool, checklist. Recommendations will be discussed at the next meeting.

CALL TO AUDIENCE

None

ADJOURNMENT

Ms. Patt-Smith motioned to adjourn meeting, Mr. Pierce seconded.

Meeting adjourned at 2:05 pm

All in Favor

Minutes submitted by Isabel Camarena