



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

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**PIMA COUNTY  
EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD  
FEMA/EFSP Phase XXX  
Funding Allocation Meeting Minutes  
Monday December 3rd & 4th, 2012 12:00 pm  
Pima County Housing Center  
801 W. Congress  
Tucson Arizona 85745**

**MINUTES**

**December 3, 2012**

**EMERGENCY FOOD AND SHELTER BOARD MEMBERS**

Present	Jill Rich	Members Absent
	John Blackburn	Emilio Caiz
	Cammie Dirrim	Maj. Clem Leslie
	Kim Egita	Cheryl O'Donnell
	Margaret Higgins	
	Kenneth McKinley	
	Anna Stevens-Denae	
	Evelyn Gonzales	
	Vicki Marshall	
	Susanna Rodriguez	
	Liz Christiansen	
	Terri-Patt Smith	
	Danielle Beaudry	
	Jackie Lopez	
	Janette Everette	
	Joyce Stuehringer	

**COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION  
DEPARTMENT STAFF**

Pamela Moseley – Pima County CDNC Program Coordinator for Special Populations  
Isabel Camarena – Pima County CDNC Administrative Specialist  
Gloria Soto– Pima County CDNC Program Coordinator  
Daniel Tylutki- Pima County CDNC Manager

**CALL TO ORDER**

Acting Chair Jill Rich called meeting to order at 12:00 pm

**ROLL CALL OF BOARD**

Quorum satisfied

**INTRODUCTION & WELCOMING**

Acting Chair Jill Rich welcomed local board members and the public and asked them to introduce themselves. Jill Rich explained meeting process. Pamela gave brief explanation on FEMA guidelines and updates, referenced binders with information provided to all members also reviewed certification process and board to discuss Fiscal period.

**NEW BOARD MEMBER INTRODUCTION AND WELCOME-**

Introduction of new board member, Anna Stevens-Denai, from the Emerge Center against Domestic Abuse

**APPROVAL OF AGENDA FOR PHASE XXX**

Board motioned, Seconded and move to approve agenda.

**APPROVAL OF MINUTES FROM PHASE XXX**

Board motioned, Seconded and move to approve November 5, 2012 FEMA XXX minutes with one correction; question asked how long with agency the correct question was how long with FEMA.

**APPROVAL OF ALLOCATION AND ALLOWANCE**

Board motioned, Seconded and moved to approve allocation and allowance of \$373,781.00 Administrative \$7,476.00 Pamela Moseley clarified that \$373,781.00 does not include administrative amount and referred to section 5 which shows the administrative amount for the previous year which was twice the amount. Due to timing of award funds were not utilized and funds were reallocated, the actual award amount is the allowance minus the administrative amount.

**PER DIEM ALLOWANCE**

Board motioned, Seconded and move to approve agenda.

Shelter allowance \$12.50 per night for shelter, the amount remained the same as last year  
Meal allowance \$2.00 per meal.

Margaret Higgins moved to approved; Liz Christiansen Seconded

Board approved

Ms. Moseley explained that FEMA's goal is for homeless assistance to assist homeless emergency to serve individuals who are or going to become homeless. The board was also informed that CPSA requested budget revision to reduce the amount of funds to mass feeding and mass shelter. Ms. Moseley provided section 15 information to the agency.

**FUNDING PERIOD END DATE**

Fiscal year begins December 1, 2011 the board has the option to decide the fiscal year period. The deadline for Section 7 to FEMA is December 21, 2012.

Motion moved to extend the date to March 31, 2013.

Seconded and board moved to approve deadline

**FEMA PHASE XXX PROCESS-**

Ms. Moseley informed the board that the applications were submitted January 23, 2012 and is currently using new online reporting system and all organizations should have assigned log in information. When the board decides the information will be updated in the system and will stimulate release of funds to the agencies. The electronic funds transfer account information will be verified to ensure accuracy. If the account is incorrect the first payment will be issued in form of a check.

**BREAK INTO SUBCOMITTEES**

Groups reconvened at 1:50pm

**NEXT MEETING DATE**

Terry Patt-Smith motioned to continue meeting December 4, 2012.

Margaret Higgins second.

All in Favor

Meeting adjourned by Chairman Jill Rich at 1:51 pm

**December 4, 2012**

**EMERGENCY FOOD AND SHELTER BOARD MEMBERS**

Present	Jill Rich John Blackburn Cammie Dirrim Kim Egita Margaret Higgins Kenneth McKinley Anna Stevens-Denae Evelyn Gonzales Vicki Marshall Susanna Rodriguez Liz Christiansen Terri-Patt Smith Danielle Beaudry Jackie Lopez Janette Everette Joyce Stuehringer <u>Lou Martins?</u>	Members Absent Emilio Caiz Maj. Clem Leslie Cheryl O'Donnell
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**AUDIENCE INTRODUCTION**

## **PLEDGE OF ALLEGIANCE**

### **DISCUSSION ON PROPSALS/**

Jill Rich suggested that the groups average the two group totals if the amount is within \$1,000.00, both groups in agreed.

- Catalina Community Services - \$9,620.00
- Catholic Community Service- \$6,341.00
- Community Food Bank- 14,867
- Ajo Food Bank – \$3,263.00
- Community Food Bank Amado- \$7,343.00

Discussion on the discrepancy amount of \$1,000 between Community Food Bank and Caridad. The total for group one \$9,381.00, group two \$6,960.00. Ms. Rich asked groups to explain the discrepancy in the amount. Group two used the amount from two years ago and decreased that amount by thirteen percent. Group one explained that used agencies from last and the current year and decreased the amount based on that and applied the remaining amount to Caridad.

### **FUNDING ALLOCATIONS**

Average total amount is \$8,171.00, board members all in agreement with the amount.

CPSA PPCH-The amount requested was corrected to \$26,015 from \$40,000 awarded \$25,824.

The Haven- Requested \$20,000, awarded \$10,582.

Mobil Meals – Awarded \$6,384

MBWC Our Family Services- Awarded \$8,420

Our Family Services -Awarded \$2,755

Community Action Agency- Discrepancy in amount, average amount total is \$131,824 board members agreed to award the average. Total amount awarded \$131,824.

Primavera Foundation - Awarded \$84,564

Salvation Army- Awarded \$18,267

San Ignacio Yaqui Council – Awarded \$2,992

TCWC Emerge- Awarded \$15,566

Administrative Fee -\$7,476.00

Group two over total by \$1.00 the amount of \$1.00 was deducted from Caridad Board in agreement

Moved to approve, seconded and approved by the board

**ADJOURNED-** 12:20pm

Minutes submitted by Isabel Camarena