



**PIMA COUNTY OUTSIDE AGENCY COMMUNITY ADVISORY
COMMITTEE**

Wednesday, January 25, 2017 at 9:00am

Pima County Housing Center

801 W. Congress

Tucson Arizona 85701

Minutes

COMMITTEE MEMBER

Present: Ms. Jeannine Mortimer – Chair
Ms. Onita Davis – D1
Mr. Victor Soltero – D2
Ms. Rosalva Bullock-D5-Vice-Chair
Mr. Steve Huffman-County Administrator

Absent: Mr. Noe Mayotte-D3

COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION STAFF

Isabel Camarena-Administrative Specialist

Ana Durazo-Program Coordinator

CALL TO ORDER by Chair Jeannine Mortimer at 9:05 am

1. ROLL CALL

Quorum Present

2. PLEDGE OF ALLEGIANCE

3. ANNUAL ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

4. REVIEW & APPROVAL November 15, 2016 MEETING MINUTES

Ms. Mortimer asked for a motion to approve the November 15, 2016 minutes

Mr. Soltero moved to approve the minutes

Ms. Bullock seconded the motion. Motion passed unanimously.

5. FY 2016/2017 AGENCY STATUS REPORT

a. Monitoring Reports

Ms. Durazo reported that 15 programs had received a program-monitoring visit and Ms. Bullock accompanied her to more than half of them. Ms. Durazo indicated that she learned that she would work closer with the programs in the development of their client satisfaction surveys and implementation process. Ms. Bullock stated she was pleased with the way the monitoring visits were conducted and that she had a better understanding of the services these programs provide to the community.

b. Zoom Grant Quarterly Reports

Ms. Durazo stated that the programs were able to submit their first and second quarter reports through ZoomGrants and the agencies were pleased with this new reporting

Pima County Community Development and Neighborhood Conservation

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program. She also stated that the reports submission and data was easier to access through ZoomGrants.

c. Expenditure Report

Ms. Durazo provided the Committee members a handout that provided them a year-to-date expenditure status by categories. She indicated that two programs had fully expended their award funds and she was monitoring the programs that were under 20% expended. Ms. Durazo would provide the Committee a semi-annual expenditure report at the next meeting as well as a list of all the underperforming programs.

6. FY2017/2018 BUDGET TIMELINE

Ms. Durazo stated that a base budget submitted for fiscal year 2017-2018 included the three new programs added to the Outside Agency through the BOS Contingency funds. Ms. Kish would report at the next meeting if there will be any changes to the OA budget for FY2017-2018.

7. SPRING MEETING ISSUES FOR CONSIDERATION

a. 13 New Programs

Ms. Durazo explained that all the new programs to Outside Agency for FY2016-2017 would be scheduled to make a presentation to the Committee at the next meeting that would include the program's contract compliance to date and any challenges or success stories they may want to share.

b. Underperforming Programs

Ms. Durazo explained to the Committee that she would be providing the Committee a list of all the programs that are under expended by the end of the third quarter (under 75% expended) and would schedule them to meet with the Committee at their April meeting to provide the Committee an expenditure plan or potential funding reallocation recommendations.

c. Discussion regarding potential reallocation of funds

Ms. Durazo stated that after their 7-month review of expenditures, she would provide the Committee a list of any potential funding recommendations for them to consider at their April meeting.

d. March and April meeting dates

There was a discussion to set up the next March and April meeting dates late in the month to be able to follow up with the funding recommendation meeting before May 2017.

8. NEXT MEETING SCHEDULE

Next meeting to be determined by the end of March 2017.

9. ADJOURNMENT

Ms. Mortimer asked for a motion to adjourn the meeting

Mr. Soltero moved to approve the motion

Ms. Davis seconded the motion. Motion passed unanimously.

Meeting adjourned 9:40 a.m.

Minutes submitted by Ana Durazo, OA Program Coordinator