



**PIMA COUNTY OUTSIDE AGENCY COMMUNITY ADVISORY  
COMMITTEE**

**Tuesday, February 24, 2015  
Pima County Housing Center  
801 W. Congress Street  
Tucson Arizona 85701**

**Minutes**

**COMMITTEE MEMBERS**

Present: Ms. Jeannine Mortimer – District 4 Appointee  
Ms. Rosalva Bullock – District 5 Appointee  
Ms. Terri Hutts – District 3 Appointee  
Ms. Onita Davis – District 1 Appointee

Not Present: Mr. Steve Huffman – County Administrator Appointee  
Ms. Mary Soltero – District 2 Appointee

**COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION STAFF**

Ana Durazo –Program Coordinator  
Margaret Kish –Director  
Isabel Camarena- Administrative Specialist  
Regina Kelly – Grant Writer

**CALL TO ORDER by Chair Jeanine Mortimer at 8:35 am**

**ROLL CALL**

**Quorum Present**

**PLEDGE OF ALLEGIANCE**

**REVIEW AND APPROVAL OF MEETING MINUTES FOR May 1, 2014**

Ms. Mortimer motioned to approve minutes  
Ms. Bullock moved to approve  
Ms. Davis Seconded  
Ms. Hutts abstained  
Motion passed unanimously

#### **4. COUNTY ADMINISTRATOR SPECIAL REQUESTS**

Ms. Kish explained to the committee that the Board of Supervisors voted unanimously not to accept special funding requests to the BOS from the BOS Contingency funds without a process or a public review. Ms. Kish met with Mr. Atha and Ms. Mortimer to discuss the new BOS directive. Ms. Mortimer stated that once Mr. Huckleberry provided direction on this new process the committee would be notified.

#### **5. Metropolitan Education Commission- New Request**

A new request was presented to the BOS. June Webb-Vignery and David Rodriguez presented the Metropolitan Education Commission, Regional College Access Center proposal to the committee. Ms. Kish clarified that if the committee made a funding recommendation, the funds would come from BOS contingency funds. She also stated that this agency and program requested \$66,000 from Outside Agency and the committee had recommended funding them \$32,462.00 for FY 2014-2015 and added that the existing contract would be amended with the new source of funding should they recommend additional funding. Ms. Kish asked for clarification on the agency's funding sources and the reason for additional funds being request. Ms. Webb explained that part of the funds would be used as a match for the Helios Education Foundation Grant which they require them to enable them to continue working with nine school districts. Discussion was held on the funding request. Ms. Bullock asked for clarification on the outcomes and outputs. Corrections were recommended by the committee on the outcomes and outputs and must be submitted before the next meeting.

Ms. Hutts moved motion to deny additional funding.

Seconded – None

Motion not considered

Chair Mortimer pointed out that the City's funding contribution is low however the City is contributing a significant amount by providing housing for the program at no cost.

Ms. Bullock moved motion to approve \$33,000 from BOS contingency fund for FY 14/15 and FY 15/16

Seconded - Chair Mortimer to fund total of \$66,000, \$33,000 FY 14/15 and \$33,000 FY 15/16

Ms. Hutts had funding questions, committee addressed.

2 votes in favor

2 votes not in favor

Motion not passed

Ms. Davis moved to approve funding for MEC in the amount of \$33,000 for FY 14/15 and FY 15/16 will be considered at later date based on outcome.

Seconded -Ms. Bullock

All in favor

Motion passed unanimously

#### **6. FOOD SYSTEMS COLLABORATION MODEL -Track 13, 14, 15**

Ms. Kish introduced Mr. Michael McDonald, the Executive Director of the Community Food Bank. She stated that they have shared several discussions regarding the efficiencies and number of requests submitted to OA related to food grants. Mr. McDonald elaborated on the food systems collaboration model. After discussion was held, the committee requested information to be submitted before the next meeting in April for further consideration.

## **7. FY 13/14/ ANNUAL REPORT**

Ms. Kish brought to the attention of the committee that the agencies did not have access to enter information in the CIRS database due to an issue with IT and as a result it caused a delay in production of the annual report. She added that the report would be distributed upon completion. Ms. Kish told the committee to provide any items they'd like to include in the next annual report to Ms. Durazo by December 2015.

## **8. CURRENTLY FUNDED FY 14/15 Track 17 2:20 - 18**

Ms. Leigh Havins from the Grants Management department provided an expenditure status report through December 2014. She stated that \$670,000 funds were expended due to contracts being late. The current amount expended to date was \$1,672,000.00 and were 45% expended for FY 14/15. She also reported that one agency had not submitted invoices due to a merge and two other agencies were waiting on executed contracts. Ms. Havins outlined the agencies at 100% fully expended funds; Youth on Their Own, TMM Community Closet, Impact of Southern Arizona Clothing Bank and the Ajo Community Food Bank is at 93%. She also mentioned that agencies had not been monitored by Grants Management staff and stated that a federal risk assessment from Grants Finance department would take place on twenty two agencies. Ms. Kish clarified that the risk assessment was different from the program monitoring performed by the Community Development Department.

- **Quarterly reports**

Ms. Durazo reported that 84 programs were funded for FY 14/15 and 63 contracts were executed. She provided an update on the agency's invoice status. Clarification was provided on the agencies with pending to execute their OA contracts.

## **9. AT RISK AGENCIES**

Ms. Kish explained that Ms. Durazo performed a desk audit for at-risk agencies and provided a report of those agencies who were 35% under expended. Ms. Kish explained that staff has begun conducting due diligence meetings with new agencies or programs requesting OA funds. These meetings are held with the executive directors and principal program staff where a series of questions were conducted to determine the agency's program and funding capacity. Ms. Kish and Ms. Durazo conducted these meetings with the following agencies: United Community Health Center, the Diaper Bank and The Southern Arizona Association for the Visually Impaired and will provide a report when these agencies in one of the next meetings. Ms. Kish noted that for FY17/18 funding requests, these meeting will be conducted prior to their presentations to the committee.

## **10. COUNTY BUDGET OVERVIEW**

Ms. Kish stated that she had not heard about any budget cuts, therefore FY15/16 would be at level funding until she is provided a different direction from the County Administrator.

## **11. OA SECOND YEAR FUNDING PROCESS**

Ms. Kish recommended two meetings; a meeting for the at-risk agencies and one for the new funding requests and suggested a third meeting to review finalize the process for Mr. Huckleberry. Ms. Durazo will coordinate meetings.

## **12. ZOOMGRANTS**

Ms. Kish welcomed and introduced Ms. Regina Kelly, Grant Writer for Pima County and gave a brief description on the Zoomgrants application process. Ms. Kelly briefly described the

application process and stated that it streamlines the proposal process. Ms. Kish asked that Ms. Kelly demonstrate the process at a future meeting. Ms. Kelly agreed to present a training session to the committee.

**CALL TO PUBLIC**

None

**NEXT MEETING**

TBD

**ADJOURN**

Ms. Mortimer moved motion to adjourn

Ms. Hutts moved to approve

Ms. Bullock Seconded

All in Favor

Motion passed unanimously

Meeting adjourned at 10:34am

Minutes submitted by Isabel Camarena, Administrative Specialist