



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

Kino Service Center
2797 East Ajo Way

Tucson, Arizona 85713

Phone (520) 243-6777 • Fax (520) 243-6796

PIMA COUNTY OUTSIDE AGENCY COMMUNITY ADVISORY COMMITTEE

Monday, March 18, 2013 8:30 am

Pima Neighborhood Investment Partnership

3810 S. Evans Blvd. Ste. #130

Tucson Arizona 85714

Minutes

COMMITTEE MEMBERS

Present: Mr. Corey Smith, Chair – District 1 Appointee
Ms. Mary Soltero – District 2 Appointee
Ms. Hope Green – District 3 Appointee
Ms. Jeannine Mortimer – District 4 Appointee
Ms. Rosalva Bullock – District 5 Appointee
Mr. Steve Huffman – County Administrator Appointee

COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION STAFF

Margaret Kish – CDNC Director
Jane Kroesen –Program Coordinator
Isabel Camarena –Administrative Specialist Senior
David Rubio- Contracts Grants Compliance Specialist, Grants Management Division
Claire Bice- Grants Supervisor, Grants Management Division
Terry Flores- Division Manager, Grants Management Division

CALL TO ORDER by Chair Corey Smith at 8:30 am

ROLL CALL

Quorum Present

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF SEPTEMBER 24, 2012 MINUTES (Attachment 1)

Ms. Bullock moved to approve the minutes of the September 24, 2012 meeting.

Ms. Soltero seconded.

Motion passed unanimously.

WELCOME and PROCESS REVIEW

Ms. Kish welcomed everyone and reviewed the Outside Agency funding recommendation process this fiscal year. Outside Agency is in its second year of funding allocation. This means that a Request for Applications was not issued and the Committee considers the currently funded Agencies/Programs to recommend continued funding for a second year. Today, the Committee will determine which agencies currently funded will be asked to come to the April 1, 2013 meeting for further review.

Ms. Kish thanked the finance staff for being in attendance.

UNSPENT FUNDS FROM FY 2012-13 DISCUSSION AND POSSIBLE ACTION

Ms. Kish informed the Committee that one agency, HOPE, Inc. was not funded the \$40,000 awarded. The agency could not open a new site in Marana as proposed in their application and requested that the funds be used to transport people to their central Tucson location. This request was denied. The Committee will determine where these funds and any other unspent FY 2012-13 funds are to be directed at the April 1, 2013 meeting.

SEMI-ANNUAL REPORT (Attachment 2)

Ms. Kroesen briefly reviewed the Outside Agency Semi Annual Report. The information presented in the report is obtained through the web-based reporting system that each program uses to report their quarterly outputs and outcomes. The Semi-Annual Report will be provided to the Supervisors.

The Committee discussed fund requests that have bypassed the Committee's review and gone directly to the Board of Supervisors or the County Administrator. There is a lack of consistency in the BOS and County Administrator's policy when requests are received outside of the Outside Agency funding cycle for emergency or other needs presented by the community. These requests are placed under Outside Agency General Services Category. Funding determination in this category is not under the Committee's review process. Ms. Kish will discuss shifting some of these agencies to the Committee's review process with Mr. Atha.

FINANCIAL OVERVIEW- (Attachment 3, Attachment 4)

Ms. Bice reviewed the Executive Financial Summary. Outside Agency provides funds to 87 programs in FY 2012-2013 for a total amount of \$3.6 million. Current amount expended by agencies from July 1, 2012 to January 2013 is 53% totaling \$1.7 million dollars.

MONITORING ACTIVITIES & CONCERNS- (Attachment 5)

Ms. Kroesen reviewed the agencies that have been monitored over the last several months. Her report included agencies that were funded for the first time and those who returned to Outside Agency after 2 years of no Outside Agency funding because they miss the opportunity to apply for funding in FY 2010-11. Ms. Kroesen monitored 25 programs since December 2012. Based on the information provided in her report, the Committee determined which agencies would attend the April 1, 2013 Committee meeting.

FOLLOW UP ITEMS (Attachment 6)

Ms. Kroesen provided an overview of agency/program Outside Agency awards compared to total budget for programs over a five year period. This information was utilized to determine who will come to the April 1, 2013 meeting.

AGENDA ITEMS FOR APRIL 1, 2013

The following agencies / programs will be requested to attend the April 1, 2013 Committee meeting:

- International Rescue Committee – Refugee Early Employment: First year Outside Agency funding
- Child and Family Resources – Pre-Adolescent Diversion: Low performing
- Open Inn – Truancy Outreach: Changes in agency, financial issues
- Pima Prevention Partnership – Teen Court: Low performing
- Our Family - Peer Mediation: Low performing
- Arizona Youth Partnership – Rural after School: Amendment allowed change in location where program is held
- Casa De Los Niños – Great Beginnings: Low performing and request to change target population
- Compass Healthcare - Amado Youth Center: Monitoring Findings
- San Ignacio Yaqui Council – Senior Nutrition and Emergency Services: Late in providing program and finance reports
- University of Arizona – Social Justice: Low performing

The Committee will determine allocation of unspent FY 2012-13 funds using staff recommendations at the April 1, 2013 meeting.

Committee requests staff to provide a review and recommendation of Outside Agency General Services Category Agencies / Programs. Recommendations may be made to the County Administrator to move some Agencies/Programs to the Outside Agency Citizen Review Committee funding process.

Committee requests staff provide a current financial expenditure report that does not include General Services Category.

FUNDING OUTLOOK FY 2013-2014

Ms. Kish informed Committee that the Department's budget was submitted with a zero increase for Outside Agencies. The retirement cost for elected officials has increased and County is moving to a self-insured model which will increase funds for the first year. Ms. Kish stated that if there are reductions, she recommends reducing each award by 1%-5%. If the Outside Agency budget is reduced over 5% the Committee will meet to determine new recommendations

CALL TO THE PUBLIC

NONE

NEXT MEETING

April 1, 2013 8:30am Pima County Housing Center
801 W. Congress

ADJOURN

Mr. Bullock moved to adjourn. Ms. Green seconded.
Meeting was adjourned at 10:05 am
All in Favor

Minutes submitted by Isabel Camarena