



PIMA COUNTY
COMMUNITY DEVELOPMENT

**PIMA COUNTY OUTSIDE AGENCY COMMUNITY ADVISORY
COMMITTEE**

Monday, April 13, 2015
Pima County Housing Center
801 W. Congress Street
Tucson Arizona 85701

Minutes

COMMITTEE MEMBERS

Present: Ms. Jeannine Mortimer-Chair
Ms. Rosalva Bullock-Vice Chair
Ms. Terri Hutts – D3
Ms. Onita Davis – D1
Mr. Steve Huffman – County Administrator

Not Present: Ms. Mary Soltero – D2

COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION STAFF

Ana Durazo –Outside Agency Program Coordinator
Margaret Kish –CDNC Director
Isabel Camarena- Administrative Specialist
Leigh Havins – Grants Management

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

ROLL CALL
Quorum Present

PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES FOR FEBRUARY 24, 2015

Ms. Mortimer addressed the Committee to approve the February 24, 2015 meeting minutes. The meeting minutes were approved with the following corrections:

1. Add an “s” to Ms. Hutts name at the bottom of page 1.
2. Item #5: add “they require them to” instead of “without it would”
3. Item #8: correct status report year from “2015” to “2014”.
4. Item #10: correct “Interview” to “Overview”

Seconded – Ms. Davis

All in favor

Motion passed unanimously

The meeting minutes for May 1, 2014 will be placed on the next meeting agenda for review and approval since they were not on the April 13, 2015 meeting agenda for review and approval.

Pima County Community Development and Neighborhood Conservation

Kino Service Center

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4. UPDATE ON POLICIES, PROCEDURES AND BYLAWS

Ms. Kish addressed the Committee to review and discuss the Outside Agency Bylaws. Ms. Kish recommended that these bylaws be reviewed on a yearly basis. The Committee members agreed to do so.

Ms. Kish reviewed Article III-Quorum and added that committee members were allowed to call and be in compliance with meeting attendance requirements. Mr. Huffman requested that the article be revised to state that no more than two committee members may call in for a meeting.

Ms. Hutts requested the OA Bylaws at the next meeting and that both conflict of interest and special project requests be placed on the agenda for review and discussion.

Mr. Huffman requested that under Article I- Purpose, the word “advice” be corrected to “advise”.

Ms. Kish suggested keeping the Update on Policies, Procedures and Bylaws as a standing item for the next two meetings.

5. BUDGET UPDATE

Ms. Kish addressed the Committee and stated that at the February 24, 2015 meeting the County anticipated flat funding for FY2015-2016. Since that meeting took place the State’s budget issues have affected the County budget. The County Administrator has recommended the Outside Agency services be cut by 10% for FY2015-2016, which is approximately \$250,000. Ms. Kish outlined the budget cut scenarios that she and Ms. Durazo have developed:

1. A 10% cut across the board.
2. Maintain \$15,000 base as the minimum grant allocation with a 10.24 % cut for all other agencies.
3. “Last in, First out”, eliminate new programs and maintain the \$15,000 base as well.

The budget scenarios will be sent to the Committee members before the next meeting and requested that the Committee present any other budget scenarios to Ms. Durazo by next Tuesday, April 21st.

Mr. Huffman commented that the agencies should be encouraged and assisted to seek and identify other funding sources to assist the programs as budget cuts will continue in future years.

Ms. Kish stated that once the Committee decides how they will move forward with the 10% cut, agencies will be sent a letter notifying them of the budget outcome and will include a statement regarding the strong potential for cuts in future years.

Ms. Kish recommended that the Committee meet in October before the Request for Proposal is released in October to establish their funding priorities for FY16/17.

Ms. Hutts inquired if a defunding procedure existed for agencies not in compliance. Ms. Kish responded that there were administrative procedures in place as well as a contract with the agencies. The Committee recommendations to the County Administrator and Board of Supervisors may include zero funding to specific agencies and programs.

6. OA FY 14/15 EXPENDITURE REPORT STATUS

Ms. Leigh Havins from Grants Management reported that a total of \$2.1 million has been expended through December 2014. Fifty-nine agencies have submitted their February 2015 invoices and straight line projections show funds should be 99% expended by the end of the year.

7. AT-RISK AGENCIES

Ms. Kish addressed the Committee and provided a quick overview for the “at-risk” definition:

- Agencies have had a change in key leadership positions
- Agencies that have merged or separated
- Agencies that are new to OA funding are required to come and speak to the Committee
- Agencies have not billed in a sequential manner
- Agencies have not submitted quarterly reports

Ms. Durazo provided a quick overview of each of the agencies and the reason they were labeled “at-risk”:

1. International Sonoran Desert Alliance (ISDA) was awarded \$45,250.00 for the Ajo Las Artes GED and Jobs Program. The agency did not bill from July-December 2014 until April 2015.

Ms. Tracy Taft, Executive Director of ISDA addressed the Committee telephonically.

Ms. Taft stated that she has hired a part-time assistant for their bookkeeper to address the billings issue and this should resolve any late invoices from occurring again.

2. Administration of Resources and Choices was awarded \$35,100.00 for the Elder Shelter Program. The agency did not bill for invoices from July-December 2014 until February 2015. There was a change in leadership and program manager was on maternity leave during the fall.

Ms. Debbie Chandler addressed the Committee and stated that she was contracted as the interim executive director for Administration of Resources and Choices and the agency has addressed the billing concerns.

3. Girl Scouts of Southern Arizona was awarded \$22,400.00 for the Adelante Jovencitas program. The program closed down their South Tucson location resulting in meeting cancellations. The agency did not bill for July or August and billed September through December 2014 in March 2015.

Ms. Susan Banes, Chief Financial Officer, addressed the Committee and assured the Committee their invoice submitting process will change to meet the 30 day billing contracted requirements. Ms. Durazo will provide a report to clarify if the total number unduplicated individuals are combined at the next OA meeting. Outcomes require clarification.

4. Jewish Family Center of Southern Arizona (JFCS) was awarded \$21,400.00 for the Project Safe Place program. Agency had a change in leadership. The agency has billed through December of 2014 but has only expended 31% of their funds.

Mr. Carlos Hernandez, the new Executive Director of JFCS addressed the Committee and provided an explanation for not being on target with their expenditures. Ms. Durazo will provide an update on the agency’s contracted outputs at the next meeting. Outcomes require clarification.

5. San Ignacio Yaqui Council was awarded \$23,917.00 for the Emergency, Employment & Social Service program and \$24,800.00 for the Old Pascua Senior Nutrition & Socialization Program. The agency has billed timely but has not submitted their first and second quarterly reports. The agency did not send a representative to the meeting. The Committee recommended that the agency be sent a certified letter stating that payments to agency will cease until agency is in compliance with their contract.

6. Wingspan was awarded two contracts, \$\$26,500.00 for the Eon Youth Program and \$27,000.00 for the Anti-Violence Program. Wingspan merged with Southern Arizona AIDS Foundation (SAAF) in November 2014. The agency has not billed from July-December 2014.

Luis Ortega, SAAF Director of Programs, explained the various challenges SAAF staff has had to deal with during the transition. The financial challenges have been addressed.

8. CALL TO THE PUBLIC

None

9. NEXT MEETING

The next meeting is scheduled for Friday, April 24, 2015.

10. ADJOURN

Ms. Mortimer moved motion to adjourn

Ms. Hutts moved to approve

Ms. Bullock Seconded

All in Favor

Motion passed unanimously

Meeting adjourned at 11:33

Minutes submitted by Isabel Camarena, Administrative Specialist