



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

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PIMA COUNTY OUTSIDE AGENCY COMMUNITY ADVISORY COMMITTEE

Thursday, October 31, 2013 8:30 am

**Pima County Housing Center
801 W. Congress Street
Tucson Arizona 85701**

Minutes

COMMITTEE MEMBERS

Present: Ms. Jeannine Mortimer – District 4 Appointee
Ms. Mary Soltero – District 2 Appointee
Ms. Rosalva Bullock – District 5 Appointee
Ms. Hope Green – District 3 Appointee
Ms. Onita Davis – District 1 Appointee

Not Present: Ms. Steve Huffman – County Administrator Appointee

COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION STAFF

Lori Aldecoa –Program Coordinator
Isabel Camarena –Administrative Specialist
Rachel Rivera - Intern

CALL TO ORDER by Chair Jeanine Mortimer at 8:30 am

ROLL CALL

Quorum Present

PLEDGE OF ALLEGIANCE

DISTRICT #1 APPOINTEE INTRODUCTION

Ms. Onita Davis District #1 Appointee introduced herself to the committee. The Board welcomed new appointee Ms. Onita Davis. Lori informed the committee that all formalities have been met and completed.

NEW OUTSIDE AGENCY PROGRAM COORDINATOR INTRODUCTION

Ms. Aldecoa introduced herself as the new Outside Agency Program Coordinator. Ms. Aldecoa provided a brief description of her background and work experience.

ELECTION OF COMMITTEE CHAIR AND VICE CHAIR

Nomination for Chair to replace Mr. Corey Smith
Ms. Soltero moved to nominate Jeannie Mortimer as Chair
Ms. Green Seconded
All in Favor

Motion passed unanimously

Ms. Soltero moved to nominate Rosalva Bullock for Vice Chair
Ms. Green Seconded

All in Favor

Motion Passed Unanimously

REVIEW AND APPROVAL OF APRIL 1, 2013 MINUTES

Ms. Bullock moved to approve the minutes of the April 1, 2013 meeting.

Mr. Green seconded.

Motion passed unanimously.

END OF FISCAL YEAR 2012-2013 REPORT

Ms. Aldecoa reviewed the report with the committee and provided a copy to committee members. The committee was also informed the committee that the report was completed and finalized by Jane Kroesen prior to her resignation and informed the committee that the report would be published and distributed the following week.

AGENCY ISSUES AND MONITORING SCHEDULE

Ms. Aldecoa informed the committee that will be monitoring with new intern Rachel Rivera and also introduce herself to the agencies. A tentative schedule is in place to monitor four agencies prior to December 2013. Agencies of which have been monitored have not resulted in any delay in invoicing or and discrepancies or outstanding issues. Ms. Aldecoa explained that would provide a report at the next meeting with total invoice, expenditures balances and monitoring feedback for all agencies. The monitoring goal for agencies is high risk to low risk and the target goal is forty percent; reasons for high risk is late invoicing, issues in the past of high risk at time of Ms. Kroesen's departure.

DIRECTION ON OA PROCESS FOR FY 2012-2013

Ms. Kish was not available to provide direction on the OA process for FY 2012-2013. Ms. Mortimer informed the committee that the application and approval process would be explained to update the committee on the process. Ms. Aldecoa stated that the application would be publicized by the end of November early December. The applications will be provided to the committee by January 2014. Ms. Mortimer explained to Ms. Davis that in the past the committee has divided the applications by categories, service and dollar amount. Ms. Davis was provided a review of program information and processes.

CALL TO THE PUBLIC

None

NEXT MEETING

January 23, 2014

ADJOURN

Ms. Bullock moved to adjourn. Mr. Green seconded.

Meeting was adjourned at 9:04am

Minutes submitted by Isabel Camarena