



OUTSIDE AGENCY CITIZEN REVIEW COMMITTEE

May 09, 2022 – 3:15 P.M.

Held online via Microsoft Teams.

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Meeting Minutes

COMMITTEE MEMBERS:

Present: Ms. Rosalva Bullock, Chair (D5)
Mr. Steve Huffman, Vice-Chair (County Administrator)
Ms. Onita Davis (D1)
Mr. Victor Soltero (D2)
Ms. Trish Hastings-Sargent (D3)
Ms. Jeannine Mortimer (D4)

COMMUNITY AND WORKFORCE DEVELOPMENT (CWD) DEPARTMENT STAFF PRESENT:

Jenifer Darland – Deputy Director
Manira Cervantes – Division Manager
Melanie Puig – Accounting Support Specialist Senior

1. **Roll Call** – Quorum Present 3:18 PM
 2. **Pledge of Allegiance** - All
 3. **Call to the Audience** - None
 4. **Action:** Review & Approval of April 28, 2022 Meeting Minutes.
Onita moves to approve, Jeannine seconds. All in favor.
 5. **Committee Member Update**
Steve requested an amendment to the previous meeting's motion regarding the OA Committee's funding recommendations. Steve made a motion to amend the recommendation by giving programs proportional cuts to fit what has been allotted to the OA Committee. The cut will reduce the initial recommendations by a total of \$18,278. With the exception of new programs funded at the minimum of \$15,000, the reductions will be applied to all programs. Onita second the motion to approve.
 6. **Debrief**
Rosalva discussed several distresses regarding the RFP processes and expectations from Pima County staff. Manira requested that this be communicated in writing for committee and staff reference. (Attached)
 7. **Adjourn** – Onita motioned to adjourn, Victor second. All in favor.
- 3:39 PM MEETING ADJOURNED**

From: Rosalva Bullock
Sent: Monday, May 9, 2022 5:32 PM
To: Manira Cervantes
Cc: STEVE HUFFMAN; Patricia Hastings-Sargent; Jeannine Mortimer; Onita Davis; Victor Soltero (OA Comm Mbr - D2); Melanie Puig; Jenifer Darland
Subject: Re: OA meeting

CAUTION: This message and sender come from outside Pima County. If you did not expect this message, proceed with caution. Verify the sender's identity before performing any action, such as clicking on a link or opening an attachment.

Thank you guys for the meeting today. Here is the information that Manira requested from me. If I have omitted anything please respond to this email with the information.

Debrief:

1) RFP Process

A) Staff review all applications during the Pre-Application to ensure:

-Agency requests align with our priorities (only applications that align should be submitted for committee funding recommendations)

-Outputs should only reflect work to be done with the requested funding amounts

-Funds requested are accurate & consistent throughout application

-Agencies listing more than 1 Output are allowed to list duplicated clients as Unduplicated for different Outcomes (#2 on)

-Outputs align with Outcomes

-Outcomes list a realistic measurable percentage of what the money funded will accomplish in bringing about positive community change

2) Minutes

A) Minutes continue to reflect Committee Members requests from Staff & Agencies

B) Minutes should not have another brief summary of agency work because we receive that information in the application, 1 page summary, and staff oral

presentation. The information is redundant and a lot of work for both staff to prepare & community members to read

C) Minutes need to include committee Discussions & Decisions.

3) One-Page Summary/PDF file

A) Continue to give us the one-page summary (with no changes) as committee members found it to be an excellent and useful tool for them to follow when oral agency synopsis is done by staff.

B) Continue to send the PDF files

4) Spreadsheet

A) Continue using the Spreadsheet with all the information to finalize our recommendations and make decisions about funding in the different categories

5) A calendar of Agency Monitoring Visits be made available to committee members

Have a great vacation & to echo Victor thank you staff and committee members for all your time, work & commitment to serving the needs of our community.

Rosalva

On Mon, May 9, 2022 at 8:00 AM Manira Cervantes wrote:

Microsoft Teams meeting

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