



**Pima County  
Community Action Agency**

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**Advisory Board**

**Meeting Minutes**

**Wednesday, January 15, 2014**

**Members Present**

Paul Appleby      Cindy Nahsonhoya  
Lori Bable        Annabelle Nunez  
Willie Blake      Imelda Pines  
Diane Brown      Roy Tullgren  
Dianna Gonzales

**Staff Present**

Charles Casey  
Rosemary Cora-Cruz  
Anna M. Cunes  
Evelyn Gonzales

**Members Absent**

John Vasquez Bedoy, Vice-Chair (E)  
Pat Barnes Cannon (E)  
Lacy Hancock (Resigned 01/15/14)  
Rosenna Trejo (E)  
Gloria Valenzuela (E)  
Jim Watson, Chair (E)

**Guests and Agencies Present**

None

**I. Call to Order - 5:43 p.m., quorum confirmed.**      *Dianna Gonzales*

**II. Pledge of Allegiance**      *All*

**III. Approval of Minutes - November 13, 2013**  
Willie Blake motioned, Cindy Nahsonhoya seconded and Members  
unanimously accepted.

**IV. Staff Reports**      *Evelyn Gonzales*

**A. Funding Report**

Agencies are distributing money they received. There are a few agencies such as San Ignacio (funded through Community Services Block Grant) who usually hold off using CSBG funds until the later part of year. Other agencies distributing funds as expected and most funds already allocated by agencies. Emergency Services Network and in house, we have been told we can start distributing our Federal Emergency Management Agency (FEMA) Emergency Shelter Food

Program funds. Waiting for Finance to set up accounting program/software so we can start accepting applications and start allocating those funds.

We were awarded \$111,000 and must be spent by 05/31/14. February to May 2014, \$27,000 available to assist with rent, mortgage, first month's rent, and utilities.

#### **B. Contract Report**

July funds from State, Board of Supervisor's (BOS) funds, we have some funds - about \$3,000 and \$5,000 available to spend per month, from January to May 2014, \$35,000 available. May \$8,000 to spend. Utilities' money from Arizona is \$270,000. From February to June 2014, we can spend \$54,000 per month, to spend in house. And we have utility affiliates/volunteer sites in rural areas – Ajo, Arivaca, Green Valley, Catalina, St. Elizabeth Ann Seton, Three Points/Robles Junction Community Center. We also have Littletown but mobile unit was vandalized. It hasn't been repaired or replaced yet, but the mobile is in place and not ready to operate.

#### **C. Agency Monitoring Report**

*Rosemary Cora-Cruz*

- 1) Sahuarita Food Bank – new and has "Snack Packs for Kids" program. We observed while they filled backpacks with non-perishable, healthy food items to share with their family including canned and fresh fruit, canned tuna and/or chicken, Jello, etc. Facility is part of the Good Shepherd United Church of Christ, 17750 S. La Cañada Drive, Sahuarita, AZ 85629. Clean, good space and enjoyable. They have a VISTA intern. Adjacent to the only elementary school in the Sahuarita area that provides "Snack" backpacks. They don't know recipients identities. Backpacks delivered to school based on recommendations by school staff who determine which children are eligible. Nice process and operation. They passed monitoring well. Confident that they will meet guidelines.
- 2) Arivaca Action Council – new, provided technical support, etc. CAAB is funding the day care center and Council is renting facility from PPEP that was a senior care assisted living facility. It has bedrooms and two large kitchens. Large front and back yards. They have a room for media arts and a large quilting machine available to the public. Local artisans' work displayed throughout. Two guest rooms with private baths available for \$65 per night for Council members. If

day care needs to provide room for a family, they can. Bird watchers also being attracted which is a money-making opportunity for this facility. Furniture donated, clean, bright, airy, music, and different activities scheduled throughout the week. Currently have one infant and eight preschoolers. They're waiting for toddler and preschool license. This is the only day care center available in the area and it care center. We met the teachers and staff who seemed to be very concerned about meeting the criteria.

- 3) Arivaca Coordinating Council – long-term agency, no issues. Good visit. They were prepping for Meals on Wheels home deliveries. Building needs work. Rosemary suggested to Maria, Director, that she ask for Community Block Grant and Maria confirmed that she plans to.
- 4) Amado Food Bank – couldn't locate; will confirm if handicap accessible, etc., at another time.

**D. Results Oriented Management and Accountability (ROMA) Training**

Date to be confirmed after 01/17/14 and based on the trainer's schedule. Board agreed that best date may be March 8, 9 a.m. to 1 p.m.

**E. Arizona Community Action Association Board Training**

Wednesday, May 7, 2014, 9 a.m. to 3 p.m.

**Arizona Community Action Association Board Conference**

"War Against Poverty 50<sup>th</sup> Anniversary," Thursday, May 8 and 9, 2014.

Rosemary will confirm Training and Conference Phoenix location after 01/17/14. Advisory Board Members should RSVP to Rosemary Cora-Cruz asap. The Training and Conference are not mandatory, but whether attending one or both, CAAB will cover registration, hotel and travel fees. Rosemary will provide Agenda as soon as it is available.

**V. CAAB**

- A. By-Laws** - Rosemary submitted the CAAAB's suggested revisions to the Board of Supervisors (BOS). Revised document will be emailed to board members.
- B. Terms** – Board Members may represent the BOS for as long as they are wanted and for as long as the BOS' term lasts. Community Representatives serve for four years. We will discuss further at another meeting. New appointed representatives started July 1, 2013 and will serve for fours.

- C. CAAB Roles** - John Vasquez Bedoy planned to walk board through the Request for Proposal (RFP) process to help new members become familiar with their role. Board reviewed one together and provided with two January 2013, approved RFPs to take home, become familiar with and to provide any suggested revisions to forms.
- D. CSBG Proposal Review Process** – Rosemary read through an RFP and explained what Board Members should look for when scoring. Board Members asked to read two January 2013, approved RFPs and use rating sheets to practice scoring each RFP. At the March 19, 2014 meeting, Board will discuss process and may score two additional RFP's if there's a need. Rosemary also suggested reviewing agencies' websites to help board members be familiar with applicants. Practice exercise will help prepare new members be familiar with process prior to January 2015, and when serving on committees. Veteran committee members will be partnered with new committee members to help each other during the RFP process. Diane suggested that when board members receive their RFP binder, to begin reading and rating. Don't put it off. Read through all the information and make good notes for questions to the committee or the applicant. When Staff makes copies of RFPs, only information that is important to the committee, will be provided. Rosemary (Pima County staff) pre-screens RFPs for minimum requirements such as received on time, formatting, which is important and enforced, including fonts, margins, spacing, etc. Committee members don't have to worry about minimum requirements. Staff pre-screens RFPs (i.e., Articles of Incorporation, etc. "check", Received on Time "check", etc.). For RFP applicants who do not have access to a computer, handwritten RFPs are acceptable. RFPs that have 75 points or more, will make the second review where agencies are welcome to sit in audience, during voting, scoring and ranking process. RFPs scored 85 points or more, will be recommended for funding based on score and ranking determines who receives funds from the \$400,000 budget. Once it's exhausted, no more RFPs awarded. On or before November 2014 meeting, Rosemary will finalize RFP application so process can be made public as of mid-January 2015. Board Members will be asked if they want RFP's delivered to their home or office. Each committee will meet to review RFPs. Thoroughly rank and score each RFP. During Committee meetings/interviews, agencies offered opportunity to provide a simple, in-person presentation to further explain RFP, no videos allowed. Committees will also have opportunity to ask specific questions.

These face-to-face meetings help clarify information and get all information to help further "score" the RFP. Pima County Staff will review each Committee's recommendations. Staff always available to answer questions, clarify information, and to assist agencies and Committees.

## **VI. Introductions**

Dianna Gonzales, United Community Health Center, Green Valley,  
CAAB Member representing BOS Ray Carroll, District 4.

Roy Tullgren, Gospel Rescue Mission, CAAB Member Representing BOS  
Ally Miller, District 1.

Lori Bable, Pio Decimo Center, CAAB Member and Elected Low-Income  
Representative

Anna M. Cunes, Pima County Community Services, Public Relations-WIB  
and CAAB Support, Pima County Staff.

Diane Brown, CAAB Member and Private Sector Representative.

Cynthia Nahsonhoya, new CAAB Member and Elected Low-Income  
Representative.

Paul Appleby, Council and Consultants, CAAB Member and Elected Low-  
Income Representative representing BOS Ray Carroll, District 4.

Evelyn Gonzales, Pima County Employment & Training, Program  
Coordinator and Community Action Agency, Pima County Staff

Imelda Pines, Catalina Community Services, Clothing Bank Manager and  
recently added responsibilities as Community Adult Program Coordinator,  
CAAB Member representing BOS Sharon Bronson, Chair, District 3.

Annabelle Nunez, new CAAB Member and Elected Low-Income  
Representative.

Willie Blake, CAAB Member Representing BOS Ramon Valadez, District 2.

## **VII. Other Business**

- A.** New Community At-Large Representative, Lacy Hancock, not able to participate as planned, so we now have a vacant Community At-Large

Representative position available. Rosemary will ask Board of Supervisor Ally Miller, on behalf of board, if she has a recommendation.

- B.** Annabelle announced that Senator Linda Lopez resigned and that elections will be on Saturday, January 18, 2014. Annabelle may be elected to Senate seat. Alexandria, House Representative, is running against her. If Alexandria moves to Senate seat, Annabelle may move to House seat. Annabelle may need to resign resulting in board's need for another Community Representative. Annabelle mentioned that she'll be a strong champion for those south of Maricopa County. Board may need another Community Representative who won't need to be low-income and Annabelle may have recommendation. Annabelle is Chair for Healthy Pima which works at the College of Health and knows issues and rural communities.

**VIII. Call to the Audience**

**IX. Adjournment - 7:07 p.m.**

*Dianna Gonzales*