



## Pima County Community Action Agency Advisory Board (CAAB)

Tuesday, November 15, 2016  
5:30 p.m.

Kino Service Center, 2nd Floor, Classroom #221  
2797 E. Ajo Way, Tucson, AZ 85713

### Meeting Minutes

#### Members Present

John Vasquez Bedoy, Chair  
Willie Blake  
Diane Brown  
Roy Tullgren  
Imelda Pines  
Elena West  
Cynthia J. Nahsonhoya  
Annabelle V. Nunez  
Rose Tederous

#### Members Absent

Lori Bable  
Paul Appleby  
Yolanda Garcia

#### Guests and Pima County Staff Present

Rosemary Cora-Cruz  
Jeff Inniss  
Anna M. Cunes

- I. Called to Order: John Vasquez Bedoy, Chair, 5:38 p.m.
- II. Pledge of Allegiance: All
- III. Action Item: September 27, 2016 Meeting Minutes approved. Willie Blake motioned to approve; Elena West seconded the motion; and all were in favor.
- IV. Welcome New Members: Chair
- V. CAAB Business: Chair & Staff



- A. CSBG Agency Status SFY 2017 – Rosemary Cora-Cruz reported that the agencies are in their second year of funding and the Southern Arizona Aids Foundation (SAAF) has a small program for victims of domestic violence. SAAF is helping people for more than one month which CSBG funding does not normally allow but SAAF is trying to get these victims in stable conditions. There are a few issues that arose which is understandable because we had not awarded funding to them before and nothing has been a problem. SAAF is legitimate and their client’s confidential information is kept very safe in the CAA files.
- B. Recruitment-Membership
1. Application – Rosemary Cora-Cruz reported that she received the application today and Rosemary will email the application to CAAB members so they may review it.
  2. Ray Carroll, Pima County Board of Supervisor, District 4 still has a vacancy.
- C. CSBG RFP Planning
1. Community Services Block Grant (CSBG) Request for Proposal (RFP) Review – Cynthia J. Nahsonhoya asked Rosemary to explain Category 5 Incomplete Use of Programs and Services – Information and Referral.
    - a. Elena West asked if the CAAB members are able to receive a list of the current CSBG awardees and Rosemary replied yes. Rosemary distributed a copy of the 2015-2017 list of awardees. There were 33 RFPs received and 14 agencies received funding. Rosemary also went through the list to let CAAB members know which agencies have been receiving funds for multiple years and those that received funding for the first time.
    - b. Rosemary said that the 2017-2019 contracts must be signed before 06/30/17 and reminded CAAB members that they should be recommending funding for programs that will help individuals to move out of poverty.
    - c. Rosemary said that there is an electronic RFP process being utilized by the Pima County Neighborhood Conservation Department. The electronic process was discussed among Rosemary and John Vasquez Bedoy about the possibility of the CAAB utilizing it and decided against it for this year’s RFP process. It is costly and would require additional training and RFP review time from the CAAB members. The NCD funding does not require review committees; Pima County Staff are the review committee.

- d. Rosemary recommended to the CAAB that each agency may only receive up to \$30,000 maximum and \$50,000 maximum for an agency that may submit two RFPs for two different programs.
2. Timeline – Rosemary Cora-Cruz reviewed the proposed timeline with the CAAB members:

CAAB RFP Release and Publish Date: Wednesday, 01/04/17

The RFP will be published and released in the following:

- a. CSET Website
- b. The Daily Territorial
- c. Past Agencies
- d. Current Agencies
- e. City of Tucson counter parts

RFP Due Date: Wednesday, 01/25/17, 12 p.m.

Technical Assistance Session 1: Tuesday, 01/10/17, 3 p.m.

Technical Assistance Session 2: Friday, 01/13/17, 10 a.m.

Proposals Distributed, by category, to CAAB Review Committees:  
Friday, 01/27/17 and Monday, 01/30/17

5:30 p.m. Review Committee Meetings and Agency Presentations:  
Monday, 02/13/17  
Tuesday, 02/14/17  
Wednesday, 02/15/17  
Thursday, 02/16/17

Review Committee Meetings for Recommendations:  
Monday, 02/20/17  
Wednesday, 02/22/17

Review Committee Meetings for Final Recommendations:

Wednesday, 03/01/17 – *Proposers may only not address Review Committee members for their RFP category.*

Thursday, 03/02/17

Protest Due Date: Tuesday, 03/07/17

3. Rosemary will email the schedule to the CAAB members. A member of the community is welcome to sit on a Review Committee if there are not 3 to 4 CAAB members to serve on a Review Committee.
4. Work Group Assignments - CAAB Members signed up for the following RFP Review Committees:
  - 1) Inability to Meet Emergency Needs – Housing Prescriptions
    1. Willie Blake
    2. Diane Brown
    3. Elena West
  - 2) Starvation and Malnutrition – Food Banks
    1. Willie Blake
    2. Rose Tederous
    3. Elena West
  - 3) Inadequate Housing – Home Repairs
    1. Annabelle
    2. John Vasquez Bedoy
    3. Jeff Inniss
  - 4) Youth Services – GED and Basic Education
    1. Imelda Pines
    2. Diane Brown
    3. Cynthia J. Nahsonhoya
  - 5) Incomplete Use of Programs and Services – Information and Referral
    1. Imelda Pines
    2. Cynthia J. Nahsonhoya
    3. Roy Tullgren

5. A Review Session will be scheduled for 11/29 or 11/30 at the ARIZONA@WORK Pima County One-Stop Rio Nuevo Service Center for any members who need or would like a training or review session of the process.
6. Contact Information Verification – Anna M. Cunes emailed the current Outlook email distribution list and asked members to confirm that email addresses are correct or not.

VI. Call to the Audience: No announcements.

VII. Adjourned: 6:45 p.m.

**Accommodations for auxiliary aids are available upon request;  
please contact the Pima County Community Action Agency at (520) 724-7700.**