

## Pima County Community Action Agency Board (CAAB)

Tuesday, October 9, 2018, 5:30 p.m.

Kino Service Center, 1<sup>st</sup> Floor, Meeting Room 123, 2797 E. Ajo Way, Tucson, AZ 85713

### Meeting Minutes

#### Members Present

John Vasquez Bedoy, Chair  
Willie Blake  
Paul Appleby  
Roy Tullgren  
Dick Katz  
Diane Brown

Annabelle Nunez  
Willie Blake  
Cindy Nahsonhoya  
Lori Bable  
Pastor Jeff Inniss

#### Members Absent

Elena West

#### Guests Present

Manira Cervantes  
Anna M. Cunes

- I. **Called to Order:** John Vasquez Bedoy, Chair, 5:47 p.m.
- II. **The Pledge of Allegiance:** All
- III. **Action Item:** To Approve May 15, 2018 CAAB Meeting Minutes. Willie Blake motioned to approve; Paul Appleby seconded the motion; and all were in favor.
- IV. **CAAB Board Terms:** Manira Cervantes informed the CAAB members that the list of CAAB members that is posted on the Pima County Clerk of the Board's pima.gov webpage, shows whose term will end or has ended. Anna M. Cunes asked members to please provide their start dates to her at anna.cunes@pima.gov.
- V. **Election of CAAB Officers:** The Chairperson and Vice-Chairperson shall be elected at the CAAB Annual Meeting and shall be elected from among the CAAB members. The Chair and Vice-Chair shall serve one (1) four (4)-year term and not serve for more than one (1) term or four (4) years.

Annabelle Nunez motioned to approve; Willie Blake seconded the motion; and all were in favor.

Paul Appleby recommended and nominated Cindy Nahsonhoya to serve as the CAAB Vice-Chair and Cindy accepted the nomination.

Annabelle Nunez motioned to approve; Roy Tullgren seconded the motion; and all were in favor.

- VI. Action Item:** The Pima County CAAB recommends to approve the draft CAAB By-laws as recommended by the Pima County CAAB "By-laws Review Committee" and to allow Pima County Staff authority to finalize the By-laws in accordance with the Pima County Attorney's formatting requirements.

Lori Bable said that a revision is needed on Page 1, Section B.:

Section B. Description

The Pima County Community Action Agency Board is the policy advisory board for the Pima County Community Action Agency as established pursuant to Resolutions 1980-66 passed by the Pima County Board of Supervisors on July 22, 1980.

It should read: "...pursuant to Resolutions 1980-166..."

Dick Katz mentioned that on Page 3, Section 2, Representatives of the Low-Income states the following:

Representatives of the low-income population may serve up to two (2) consecutive terms of four (4) years.

Lori Bable mentioned that CAAB members should have additional powers and John Vasquez Bedoy replied that the CAAB may deliberate upon the following matters/powers and may submit recommendations to the Pima County Board of Supervisors:

1. Major fiscal and program policies;
2. Overall program plans and priorities;
3. Program proposals and budgets;
4. Evaluation and assessment studies and reports; and
5. Arrangements for delegation of program components.

Dick Katz motioned to approve with the suggested revisions; Lori Bable seconded the motion; and all were in favor.

**VII. Action Item:** The Pima County CAAB recommends to approve the three (3) CAAB nominees who are being recommended by the Pima County CAAB “Membership Selection Committee.” Dick Katz motioned to approve; Roy Tullgren seconded the motion; and all were in favor.

A. **Low-Income Representative** to replace Gloria J. Valenzuela. The term shall be for four (4) years and representatives may serve up to two (2) consecutive terms.

Brenda L. Notah, Homemaker, 01/2000 to the Present, will serve from 10/09/18 to 06/30/19 initially.

B. **Community/Private Sector Representatives** – Business, Industry, Labor, Religious, Education, Welfare or other groups of interest. The term of appointment shall be for four (4) years and representatives may serve up to two (2) consecutive terms.

1. **Youth Subcategory** to replace Patricia Cannon Barnes – Ana Maria Medina, Senior Marketing Manager, Banner Health, will serve from 10/09/18 to 06/30/19 initially.

2. **Community Subcategory** to replace Rose Tederous – Alba Jaramillo, Director, The Latina Leadership Institute and Women Out of Poverty Initiative, YWCA of Southern Arizona, will serve from 10/09/18 to 06/30/19 initially.

**VIII. Community Action Agency Board (CAAB) Business/Updates:** Pima County Staff

A. Manira Cervantes introduced Arnold Palacios, Director, Pima County Community Services, Employment and Training (CSET). Arnold thanked everyone for having him at the meeting. Arnold said he used to live near Park and 26<sup>th</sup> Street and then moved near Ajo and Mission. Arnold is a proud graduate of Pueblo High School, Pima Community College, and the University of Arizona. He used to teach at Pueblo High school and was a Principal at a college prep school. Arnold said he will be a resource and support for the CAAB in any way he can and appreciates what the CAAB does for our community.

The CAAB members introduced themselves and welcomed Arnold.

B. Community Services Block Grant (CSBG) Request for Proposal (RFP) Process and Proposed Dates for Review, Presentations, and Scoring of Proposals. The CAAB discussed the timeline and approved for the Pima County CAA administrative support staff to determine the timeline with the CAAB’s cooperation and approval.

- C. Community Action Agency (CAA) Staff Report – Gloria V. Valenzuela, Program Coordinator, Pima County CAA, reported information about Trico Electric Cooperative, Inc.

Manira Cervantes reported that there is still a problem with getting through to organizations for assistance.

- D. FY2018-2019 Budget Update – Manira Cervantes reported that \$600,000 may be provided to Pima County to prevent eviction and the assistance will include late fees.

The CAA also partners with the Pima County Sullivan Jackson Employment Center (SJEC) to help prevent homelessness.

- IX. Action Item:** The Pima County CAAB recommends to approve the draft Pima County CAAB Community Services Block Grant (CSBG) Request for Proposal (RFP) RFP-CSET-CAA-CSBG-2019-01 for Program Year 2019-2020 as recommended by the Pima County CAAB "RFP Review Committee" and to allow Pima County Staff authority to finalize the timeline in cooperation with the CAAB members.

**Proposal No:** RFP-CSET-CSBG-2018-09  
**Program Year:** 2019-2020  
**Release Date:** Thursday, November 29, 2018, 10:00 a.m. (MST)  
**Due Date:** Thursday, January 10, 2019, 12:00 p.m. (MST)  
**Draft Timeline:**

November 29, 2018, 10:00 a.m.	Request for Proposal (RFP) released
December 7, 2018, 10:00 a.m.	Technical Assistance Session
January 10, 2019, 12 p.m.	Proposals due to CAA office, 3 <sup>rd</sup> Floor, 2797 E. Ajo Way
January 29 and 30, 2019, 5:30 p.m.	CAAB RFP Review Committees "Review Process 1" <i>Proposers Presentations and Open to the Public</i>
February 12, 2019, 5:30 p.m.	CAAB RFP Review Committees "Review Process 2" <i>Proposers Invited and Open to the Public</i>

February 13 to 20, 2019

Protest Period

March 5, 2019, 9:00 a.m.

Recommendation for Contract Awards on Pima County Board of Supervisors' Regular Meeting Agenda

Roy Tullgren suggested that a Committee should be established to review and improve the Score Sheet questions. John Vasquez Bedoy will appoint a Committee so the Score Sheet may be revised before the RFP Selection Process begins. The Committee members will complete by the end of October and the members will include Lori Bable, Diane Brown, and John Vasquez Bedoy.

The following criteria will be included in the RFP and will replace the Appendix G CSBG Scoring Sheet:

- ✓ Program Information
- ✓ Budget/Resources
- ✓ General Proposal

Annabelle Nunez motioned to approve; Paul Appleby seconded the motion; and all were in favor.

**X. CSBG Reporting Requirements and Organizational Standards Update:**

Committee needed with at least three CAAB members.

- A. Community Needs Assessment – Manira Cervantes recommended involvement from at least one CAAB member who represents the Low-Income category plus two (2) additional CAAB members and one or two private sector representatives who do not serve on the CAAB. John Vasquez Bedoy, Willie Blake, and Cindy Nahsonhoya volunteered to serve on the Committee and Paul Appleby will attend as needed.
- B. Strategic Plan – Manira reported that the Plan is required every five (5) years and Manira recommended that John Vasquez Bedoy, Chair, should appoint a Committee today but it will be ok to wait.
- C. Community Action Plan – A Committee needs to be revised so the CAAB can address as to what services are needed in Pima County.

- XI. Arizona Community Action Association (ACAA) Annual Conference:** CAAB members who attended the 2018 training and conference believed it was a good experience.
- XII. Call to the Audience:** Chair – no announcements.
- XIII. Adjourned:** Chair, 7:40 p.m.