



## Pima County Community Action Agency Board

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Pima County Community Action Agency Board (CAAB) and to the general public that the Pima County CAAB will hold a virtual Zoom meeting open to the public on

**Tuesday, March 30, 2020, 5:30 p.m.**

<https://us02web.zoom.us/j/89611926865?pwd=ZHZnemdiNkwrS1IrcDNDY0NkT3I5Zz09>

Meeting ID: 896 1192 6865  
Passcode: Zq2geF

### Meeting Summary

#### Members Present

John Vasquez Bedoy  
Willie Blake  
Ariane Davaul  
Maria Sherfield  
Judith Keagy district one

Vicente Fuentes  
Annabelle Nunez  
Damond Holt  
AnaMaria Medina  
Cynthia Nahsonhoya

#### Members Absent

Elena West  
Jeff Inniss  
Cynthia Nahsonhoya

#### Pima County Staff

Manira Cervantes  
Erina Delic  
Esther Cortez

- I. Call to Order:** John Vasquez Bedoy, Chair 5:35 p.m.
- II. Roll Call**
- III. The Pledge of Allegiance:** All
- IV. Action Item:** To approve March 29, 2021 CAAB Meeting Minutes. Willie Blake motioned to approve; Judith Keagy second the motion; all were in favor.
- V. New Board Members:** John Vasquez Bedoy welcomed the new members
  - Ariane Davaul, Low-Income Representative
  - Da'mond Holt, Community/Private Sector Representative
  - Maria Sherfield, Community/Private Sector Representative
  - Vicente Fuentes, Community/Private Sector Representative
- VI. Board Structure, Requirements:**
  - A.** Maintain required composition w/strategic recruitment. John reminded everyone that in July there will be more vacancies, and asked everyone to bring recommendations in April and help get the application to those that might be wanting to serve on the board.
  - B.** CAAB meeting engagement
  - C.** Develop and retain members
  - D.** Conflict of Interest Disclosure Statement – Reminded all board members to complete and e-mail a signed conflict of interest to Esther Cortez.
  - E.** Review Mission Statement: The Board reviewed the Mission Statement – John Vasquez Bedoy motioned to approve; Cynthia Nahsonhoya seconds the motion; all were in favor.



- F. Dates to setup bylaws meeting – April 19, 2021 or April 22, 2021  
John asked everyone to review bylaws and see if there is anything major that needs to be changed. Majority of the Board agreed to meet on **April 19, 2021 to review and approve By-Laws.**

**VII. Community Services Block Grant (CSBG) Request for Proposal (RFP)**

**A. Zoom Grants**

Manira Cervantes– Yesterday March 29, 2021 the board approved to use ZoomGrants and the department as a whole is moving forward in using ZoomGrants. We are going through a department merger a move and we are also new to ZoomGrants. Administration is hoping it will be available on April second. Main concern is that the board is available, board members will be divided into the 5 priority areas.

- Inability to Meet Emergency Needs
- Starvation and Malnutrition
- Incomplete Use of Programs and Services
- Inadequate Housing
- Youth Services

Allowing agencies to be creative as to what the needs are of their local community. Judith Keagy asked if there was potential of having the presentations in person.

Manira stated that the plan was to do it virtually, however, she will let everyone knows if this changes.

- B. Review timeline – release, due date, board review & scoring, presentation and recommendations**

**VIII. CAA Report: Pima County Staff -Manira Cervantes**

Recap - Prior to July 2020 CAA fell under Community Services, Employment & Training (CSET) after the merger with Community Development and Neighborhood Conservation (CDNC) we became Community and Workforce Development, the new Director is Daniel Sullivan. CAA will now fall under one of the new Divisions, Community Services.

- A. CAA relocation, Housing One-Stop Center, Department structure – All CAA staff will be relocating to the Pima County Housing Center located at 801 W. Congress.**

- B. Impact of COVID-19: On March 11, 2020 we were having meetings about how we were going to provide services to impacted clients. We started offering telephonic appointments to continue services. We had to be creative and offer alternatives to those who did not have access to technology. I commend all staff because we never shut down, if someone was not able to provide documents through e-mail or fax or mail we would meet them in the lobby and collect needed documents to complete their application.**

CAA is now partnering with Community Investment Corporation (CIC) who is acting as a fiscal agent, and with City of Tucson. Now we have one portal for City and County residents. Those who are seeking assistance are being referred to [Tucsonpimaep.com](http://Tucsonpimaep.com) they will need to meet criteria. The eviction moratorium has been extended through June and now we have more time to help households that have been waiting since November. There is currently about five thousand applications waiting in the queue. This funding is now more restrictive and the income guideline is now lower.

- i. CARES, Stimulus Package funding updates
- ii. Delivery of service
- iii. Moratoriums –Manira Cervantes



Tucson Electric and City of Tucson Water have ended. Southwest Gas has not started to shut off but I want to commend the utility companies because we have collaborated with them and utility companies are willing to work with these clients.

- C. Staff vacancies - Manira Cervantes  
We have been extremely under staffed. There has been a hiring freeze but we got a waiver to hire and three positions for Program Specialist will be posted and a Program Coordinator.
- D. State Audit –Manira Cervantes  
I am extremely proud that there were no findings, fiscally and programmatically. John commends Manira for the work she has done.
- E. Financial report – Manira shared the latest report fiscal was able to provide from January. We want to make sure that all agencies spend, however, the closing of schools has impacted how some of the agencies are spending their grant. We will provide the outcomes when we meet again.

**IX. 2020-2021 CAAB Meetings**

- A. Schedule full board and Results Oriented Management Accountability (ROMA) training  
We will bring another agency and provide Roma training because it helps to know what the expectations are from these agencies, will set dates at next meeting. Manira is asking for 4 solid dates so she can be provided to the trainer. The board agrees to schedule something after the new board members are brought on in July.
- B. Membership subcommittee for upcoming vacancies x5 at the end of April will create a subcommittee to work on the interview process.
- C. Confirm 4<sup>th</sup> quarterly full board meeting – June 15, 2021  
Judith and Annabelle are not available. John suggest June 8<sup>th</sup>. All board members agree to move next board meeting to **June 8, 2021**

**X. Call to the Audience:** Chair 5:54 p.m.

**XI. Adjourn:** 6:54 p.m.

**XII. Next Meeting:** June 8, 2021, 5:30 p.m.