



OUTSIDE AGENCY (OA) CITIZEN REVIEW COMMITTEE

FEBRUARY 18, 2022 at 9:00 A.M.

Held via Video and Teleconference

1. CALL IN: 213-279-1657 Code ID 368 483 57#
2. ONLINE Weblink – [Click here to join the meeting](#)

If the link does not work, submit a link request to ana.basurto@pima.gov

MINUTES

COMMITTEE MEMBERS:

Present: Ms. Rosalva Bullock, Chair (D5)
Ms. Jeannine Mortimer (D4)
Ms. Onita Davis (D1)
Mrs. Trisha Hastings-Sargent (D3)

Absent: Mr. Victor Soltero (D2)
Mr. Steve Huffman, Vice-Chair (County Administrator)

COMMUNITY & WORKFORCE DEVELOPMENT (CWD) DEPARTMENT STAFF PRESENT:

Manira Cervantes – Division Manager
Jenifer Darland – CWD Deputy Director
Melanie Puig – Accounting Support Specialist Senior
Ana Basurto – Program Coordinator

1. Call To Order - by Chair Rosalva Bullock at 9:02 am

2. Roll Call - Quorum Present

3. Pledge of Allegiance – All

4. Call to Audience - None

5. ACTION: Annual Election of Chairperson and Vice-Chairperson

Ms. Bullock provided brief instructions and background on the election process and advised of current elected officers which are Chairperson, Rosalva Bullock and Vice-Chair, Steve Huffman.

Ms. Mortimer recommended keeping the current slate of officers due to the OA Grant Application process and COVID circumstances and next year consider new nominees for the positions.

Ms. Mortimer motioned to keep current Chair and Vice-Chairpersons in place for the following year.

Ms. Davis seconded the motion. Motion passed unanimously.

6. ACTION Review & Approval of Minutes for OA Meeting for November 3, 2021

Ms. Bullock asked for a motion to approve the November 3, 2021 minutes as presented.

Ms. Davis asked for clarification on item 7 Attractions and Tourism, Arizona Bowl funding re-allocation to Chicanos Por La Causa and item 9(c) regarding, "... the 3 contract amendments vs 3 contracts completed and in process for execution." Ms. Basurto provided a brief background on item 7, stated the Arizona Bowl that had been awarded funding under the Attractions and Tourism resulted in a conflict, addressed at a few Board of Supervisors meetings and the Board of Supervisors voted to reallocate funding the Chicanos Por La Causa (CPLC), however funding for CPLC was for one year if CPLC wished to continue to obtain funding would need to apply to the current OA Grant Application process. Ms. Basurto also provided clarification on item 9(c), she stated that all contract amendments except for 3 had been executed, the 3 remaining contract amendments preparation was completed, and pending execution/approval by the BOS.

Ms. Davis moved to approve the minutes with the correction to Item 7 and 9(c).

Ms. Mortimer seconded the motion. Motion passed unanimously.

7. County Budget - OA Program Budget Update FY21/22

Ms. Cervantes reported that for the fiscal year 2023 the OA funding will be level with what we're currently allocated this year 2022, funding will remain the same at \$3,383,760.

8. OA Agency Financial and Performance Report

Ms. Cervantes reported 64 programs that were funded at \$2,414,850 and percentages of expenditure for all categories- noting agencies are on track and that the overall OA expenditure status is at 50%, on track to expend all funds by end of the year. She provided an update on invoice status to date and highlighted Friends of Robles Ranch issues and technical assistance provided. Manira also reported that September was a peak time for most contracts to be executed, one in December, and as of right now all have been executed.

Friends of Robles Ranch:

An in person technical assistance was completed with Friends of Robles Ranch, Melanie will provide weekly technical support to the agency to get them caught up by the end of March with all if their invoicing. Technology issues were a factor to the challenges for agency invoice submittal. There is a specific schedule to get them on track by the end of March. Rosalva would like the committee to be kept updated on their status because we do not want to leave any money on the table. Manira confirmed that staff will send an email update to the committee at the end of March so everyone knows if staff was on target to get billing resolved.

Ms. Basurto provided a brief update on the FY2122 Annual Report status. She stated is working on compiling the data, reviewing and ensuring its accuracy, success stories, and pictures for agencies to be featured in the report. We will be submitting data and working

with IT Communication on drafting the report, once the draft is completed will present it to the Committee for review and comments.

9. OA Request for Funding (RFF) – Grant Applications Update

Ms. Bullock noted that the meeting schedule was sent via email, to please review and send any meeting day conflicts to Ms. Cervantes and that Ms. Basurto will be sending ZoomGrants access to Committee members today. She also advised that the in-person meeting will be limited to Committee members and only online for agencies due to COVID.

Ms. Basurto provided a brief update on the OA RFF Grant Application process and status. She reported there are 91 applications received of those there are 12 completely new programs, the amount of funding request is \$5,031,538, the amount available is \$3.3 million, so there is a \$1.5 million deficit as usual. She provided an outline and guideline of the agency presentation process and will be sending out the schedule to agencies so they know ahead of time when they are scheduled to present to be able to prepare for the meeting with a maximum 3-minute time limit. She stated will be providing a brief summary of all applications to include basic information such as program description, funding amount requested, current award, deliverables, and current funding expenditure and performance status. Agencies are asked to focus their 3-minute presentation on information that is not presented.

10. Next Meeting Establish Spring Schedule

Ms. Bullock stated the meeting has been established and sent out via email, in addition, see the OA Grant Application report, listed there. She requested for all members to review meeting schedule dates and advise Manira Cervantes or Ana Basurto of any conflicts as soon as possible, in case we do not have a quorum and need to reschedule a meeting.

OA COMMITTEE MEETING SCHEDULE (MARCH – APRIL):

- Thursday, March 3 at 1:00 p.m. – 4:00 p.m. Community Services
- Thursday, March 10 at 1:00 p.m. – 4:00 p.m. ER Food and Clothing
- Thursday, March 17 at 1:00 p.m. – 4:00 p.m. Support Services, Shelter & Domestic Violence
- Thursday, March 24 at 1:00 p.m. – 4:00 p.m. Senior Support & Youth Family Support (part 1)
- Thursday, March 31 at 1:00 p.m. – 4:00 p.m. Youth Family Support (part 2)
- Thursday, April 7 at 1:00 p.m. – 4:00 p.m. Funding Recommendations
- Thursday, April 14 at 1:00 p.m. – 4:00 p.m. Extra date [in case an extra meeting day is needed]

11. Adjourn

Ms. Bullock requested a motion to adjourn the meeting.

Ms. Davis moved to adjourn the meeting.

Ms. Mortimer seconded the motion. Motion passed unanimously.

12. Meeting adjourned at 9:38 A.M.