



PIMA COUNTY OUTSIDE AGENCY ADVISORY COMMITTEE

October 23, 2019 - 9:00 A.M.

Pima County Housing Center

801 W. Congress

Tucson, Arizona 85745

MINUTES

COMMITTEE MEMBERS:

Present: Ms. Jeannine Mortimer D4 – Chair
Ms. Rosalva Bullock D5– Vice Chair
Ms. Onita Davis – D1
Mr. Steve Huffman – County Administrator
Mr. Noe Mayotte – D3

Absent:
Mr. Victor Soltero – D2

COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION STAFF PRESENT:

Mr. Daniel Tylutki, Interim Director
Mrs. Jennifer Felix, Program Coordinator
Ms. Ana Basurto, OA Program Coordinator
Mrs. Yvonne Mergenthal, Administrative Specialist
Mr. Michael Seamans, Accountant Support Specialist Senior

CALL TO ORDER by Chair Jeannine Mortimer at 9:01 am

1. ROLL CALL

Quorum Present

2. PLEDGE OF ALLEGIANCE

3. CALL TO AUDIENCE

None

4. REVIEW & APPROVAL OF MAY 17, 2019 MEETING MINUTES

Ms. Mortimer asked for a motion to approve the May 17, 2019 minutes as presented.

Ms. Davis moved to approve the minutes.

Mr. Mayotte seconded the motion. Motion passed unanimously.

5. Overview of OA Activities and Agency Performance

Mr. Tylutki announced that Community Development and Neighborhood Conservation and Community Services and Employment and Training Departments will merge effective July 1, 2020. There will be no changes to OA and it will become its own division.

Pima County Community Development and Neighborhood Conservation

Kino Service Center

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Ms. Basurto presented the yearend report. She reviewed the three year snapshot all the program categories and noted the OA program's growth. She reported the OA program expended 99.7% of funding awarded and this year, is on track at 25% expended. The majority of the 2019-2020 contract amendments were completed by August, 2019; there are two contracts pending, which are new programs. Agency quarterly and annual reports have all been submitted. There were delays with the Zoomgrants website and issues with two agencies due to changes in staff and obtaining access to Zoomgrants, as well as implementing a new database. The first Quarterly Report for this year is due October 31, 2019; currently four agencies have already submitted.

6. First Quarter Report, OA Annual Report, Update OA Training, and RFF Application Timeline and ZoomGrants

Mrs. Felix presented and reviewed the agency contractual deliverables report with the committee. She stated the report is a compilation of the agency deliverables for each program, including the General Service programs. The report is developed from the quarterly reports data entered into Zoomgrants by each agency. Ms. Basurto explained some agencies are under or over reporting and CDNC is providing one-on-one technical assistance and training to these entities to ensure the data reported is accurate, and for services covered by Outside Agency funding.

Mr. Huffman inquired about the specifics agencies are reporting and emphasized that the data presented can be misinterpreted if not clarified. Ms. Bullock requested to add the context in reference to OA and make sure the County commitment is conveyed. Ms. Basurto reiterated the importance of accurate data, as it is used to develop the OA Annual Report, which is presented to the Board of Supervisors and the public.

It was announced the OA Grant Application is open. The Pre-applications is posted on the CDNC website and the Daily Territorial. The Technical Assistance (TA) training session is on Monday October 28, 2019 at 10:00 AM and November 18, 2018. Ms. Mortimer reminded that the election for the committee Chair/ Co-chair would be on the next meeting.

7. NEXT MEETING SCHEDULED

Next meeting is scheduled Monday, January 23rd, 2020 at 9:00 AM.

8. ADJOURN

Ms. Mortimer requested a motion to adjourn the meeting.

Ms. Davis moved to adjourn the meeting.

Mr. Mayotte seconded the motion. Motion passed unanimously.

Meeting adjourned at 9:52 A.M.