



**PIMA COUNTY OUTSIDE AGENCY COMMUNITY ADVISORY
COMMITTEE**

Tuesday, January 29, 2019 at 9:00am

Pima County Housing Center

801 W. Congress

Tucson Arizona 85701

Minutes

COMMITTEE MEMBER

Present: Ms. Jeannine Mortimer – Chair
Ms. Onita Davis – D1
Mr. Victor Soltero – D2
Ms. Rosalva Bullock-D5-Vice-Chair
Mr. Steve Huffman-County Administrator
Mr. Noe Mayotte-D3

COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION STAFF

Margaret Kish, Director
Daniel Tylutki, Sr. Program Manager
Joel Gastelum, Program Manager
Jennifer Felix, Program Coordinator
Ana Basurto, Program Coordinator
Melanie Puig, Accounting Support Senior
Michael Seamans, Accounting Support Senior

CALL TO ORDER by Chair Jeannine Mortimer at 9:00 am

1. ROLL CALL

Quorum Present

2. PLEDGE OF ALLEGIANCE

3. CALL TO AUDIENCE

4. ANNUAL ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Ms. Mortimer provided background and discussed the requirements. Ms. Mortimer asked for Chair and Vice-Chair nominations. Ms. Mortimer nominated for Chair and Ms. Bullock for Vice-Chair.

Ms. Mortimer asked for a motion to approve Ms. Mortimer for Chair.

Ms. Davis moved to approve the nomination.

Mr. Soltero seconded the motion. Motion passed unanimously.

Ms. Mortimer asked for a motion to approve Ms. Bullock for Vice-Chair.

Mr. Soltero moved to approve the nomination.

Mr. Mayotte seconded the motion. Motion passed unanimously.

Pima County Community Development and Neighborhood Conservation

Kino Service Center

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5. REVIEW & APPROVAL OCTOBER 25, 2018 MEETING MINUTES

Ms. Mortimer asked for a motion to approve the minutes

Ms. Davis moved to approve the minutes

Mr. Mayotte seconded the motion. Motion passed unanimously.

6. AGENCY STATUS REPORT FY 2018/2019

Ms. Basurto provided a handout that outlines year-to-date expenditure status by categories, Quarterly report information, Risk Assessment/Monitoring, and Performance Concerns.

a. Quarterly Reports

Ms. Basurto stated the programs have submitted their first quarter reports through ZoomGrants. She stated the Quarterly Report format revised and first report deadline extended to accommodate changes. She reported four programs pending submittal; follow up conducted and TA provided to agencies.

b. Expenditure Report

Ms. Basurto reviewed the handout with the Committee members. She reported OA funding expenditure is 48% year-to-date, on track expend funds by June 30th. She indicated that three programs have fully expended their funds and 13 programs are ahead of schedule. She stated programs expended less than 40% are high risk and prioritized for monitoring. An update would be provided to the Committee at the next meeting.

c. Monitoring, Risk Assessments, and Performance Concerns

Ms. Basurto reported the new programs and high risk/underperforming agencies would be monitored first and required to attend the next OA Committee Meeting if issues are not resolved by March. Ms. Basurto stated she is continuously reviewing program expenditures, invoices, quarterly reports, and providing on-going technical assistance to agencies. Also, noted the Annual OA Contract and Program Evaluation training to be held in the summer and early fall.

7. DISCUSSION ON UNDER PERFORMING AGENCIES

Ms. Basurto stated status as discussed in Agency Status report (above). She asked Committee if anyone had any questions. Committee did not have questions.

8. OA BUDGET UPDATE

Ms. Kish reported the budget has been reviewed by Deputy County Administrator Jan Leshner and County Administrator Chuck Huckleberry; process moves into Spring anticipates level funding. If the budget has an increase or decrease within 5%, the Committee may authorize staff to adjust the agency funding allocations as needed. Should the increase or decrease exceed 5%, then the OA Committee will need to meet to approve the changes. Mr. Tylukti will report at the next meeting of any changes to the OA budget for FY2019-2020.

9. TENTATIVE SPECIAL FUNDING REQUEST – ACTION

Ms. Kish provided the Pima Council on Aging (PCOA), Senior Companion Program and introduced the Mark Clark, President and Chief Executive Officer and Lisa Reams, Vice President or Programs and Services. Mr. Clark addressed the Committee and provided additional background on the City and County collaboration, funding history, and fundraising efforts and the Tribal funding donation. Ms. Reams advised of changes the program has recently undergone, addressed the need of the additional \$70,000 of funding and \$30,000 required match funding. She noted the \$30,000 requested from the County would meet the match requirement. The Committee reviewed the memo from County Administrator, Chuck Huckleberry, and discussed the City funding situation. Mr. Clark addressed the Committees' questions.

The Committee noted value of the program and approved the Special Funding Request, recommended to forward recommendation to the Board of Supervisors for approval and inclusion of any conditions to the funding, award would come from contingency funds, and not the existing OA funds, and the County commitment is for 2 fiscal years, FY 2018-19 and FY 2019-20. The Committee noted, PCOA would be required to enter into the OA ZoomGrants application process in the Fall for FY 2020-21.

Ms. Mortimer asked for a motion to approve the \$30,000 funding based on City of Tucson \$30,000 from Contingency Funds for a two-year period, \$30,000 for each FY 2018-19 and FY 2019-20.

Mr. Soltero moved to approve the motion.

Mr. Huffman seconded the motion. Motion passed unanimously.

10. ANNOUNCEMENT

Ms. Kish announced her retired and introduced Mr. Tylutki as Interim Director. The Committee congratulated and presented Ms. Kish with an award for her continued support and excellent guidance throughout the years.

11. NEXT MEETING ESTABLISH SPRING SCHEDULE

Next meetings scheduled in March and April, Doodle Poll set up to identify 3-4 meeting dates.

12. ADJOURNMENT

Ms. Mortimer asked for a motion to adjourn the meeting.

Mr. Soltero moved to approve the motion.

Mr. Huffman seconded the motion. Motion passed unanimously.

Meeting adjourned at 9:45 a.m.

Minutes submitted by Ana Basurto, OA Program Coordinator