MINUTES

EMERGENCY FOOD AND SHELTER BOARD MEMBERS
Present Jill Rich
Cammie Dirrim
Dana Mellors
Jamie Snyder
John Blackburn
Linda Hollis
Lori Aldecoa
Margaret Higgins
Philip Pierce
Pia Seebach-York
Terri Patt-Smith
Russell Crossan
Elizabeth Schulman
Ken Briggs

Not Present Jackie Lopez
Kim Egita
Cynthia Duncan

COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION DEPARTMENT STAFF
John Matheny- Special Populations Program Coordinator
Daniel Tylutki – Program Manager
Erin Badger – Special Staff Assistant

CALL TO ORDER
Chair Jill Rich called meeting to order at 10:00 am.

ROLL CALL OF BOARD
Quorum satisfied

PLEDGE OF ALLEGIANCE

Pima County Community Development and Neighborhood Conservation

Kino Service Center
2797 East Ajo Way, 3rd floor, Tucson, Arizona 85713 • Phone: 520-724-3777 • Fax: 520-724-6786
OPEN REMARKS

Chair Jill Rich outlined the FEMA funding allocation meeting procedure, as follows: Half of the FEMA Board stays in the large conference room to review applications, and the other half goes to a separate room to perform their review. Agency representatives in the audience can answer specific questions posed by the Board, but cannot “pitch the whole grant.” If any FEMA Board members are a part of the agency under review for an award, they cannot answer any questions on behalf of their agency.

ELECTION OF CHAIR FOR PHASE XXXIV

Board unanimously re-elects Jill Rich as Chair

ADMINISTRATIVE MATTERS

I. Approve Agenda

Chair Jill Rich asked for a motion to approve agenda.
Ms. Hollis – moved to approve the agenda.
Elizabeth Schulman - Seconded
Motion passed unanimously

II. Approval of minutes from Phase XXXIII June 27th, 2017

Chair Jill Rich asked for a motion to approve minutes
Mr. Briggs - Moved to approve the June 2017 minutes.
Ms. Patt-Smith - Seconded
Motion passed unanimously

III. Discuss & Approve XXXIV Allocations/Allowances
   A. Award $452,719; Administrative Allowance $9,054.38
      Chair Jill Rich asked for a motion to approve award amount with administrative allowance.
      Elizabeth Schulman - Moved
      John Blackburn - Seconded
      Board approved unanimously.

   B. Per Diem Rate Allowance
      1. $12.50 per night for Mass Shelter
      2. $2.00 per meal for Mass Feeding
      Chair Jill Rich asked for a motion to approve the per diem rate allowance.
      Elizabeth Schulman - Moved
      John Blackburn - Seconded
      Board approved unanimously.
C. Funding Period End Date – Jan 31, 2018

Mr. Matheny introduced discussion regarding Phase 33. Mr. Matheny stated that the FEMA Board is required to approve phase end date, and that Phase 33 is ending in a few weeks. Phases are often extended. Mr. Matheny stated that he had reached out to all the agencies regarding their spending of funds – all of whom had said they spent it all. Mr. Matheny stated that in Phase 33, all subrecipients received their second half payment.

Mr. Pierce inquired as to the FEMA Board’s responsibility in monitoring funded agencies. Mr. Matheny stated that the FEMA Board monitors subrecipients by reading their reports, and if there is an issue with spending funds, the FEMA Board meets to discuss.

IV. Break into Subcommittees
A. Discuss Proposals

The FEMA Board split into two groups (Group A and Group B) to review applications at 10:22 a.m.

B. Make Funding Allocation Recommendations

The Board reconvened to compare Group A and Group B’s recommendations, as well as the requested amounts per application. The recommendations for Group A and Group B were averaged to determine the Board’s final funding recommendation per each application. Mr. Matheny led the recommendation process, as well as input all the requested and recommended amounts on spreadsheet, and performed calculations to finalize.

Ms. Rich asked for motion to make final recommendations.

Ken Briggs - Moved
Elizabeth Schulman - Seconded
Motion passed unanimously.

V. Call to Audience
None.

VI. Other Business
Mr. Tylutki made comment that the Board will need to recommend changes to the application process, should there be a Phase 35, to incorporate a risk assessment to comply with the intent of 2 CFR 200.

VII. Motion to Adjourn

Ms. Rich asked for a motion to adjourn.
Ms. Patt-Smith - moved to adjourn.
Ms. Seebach-York - Seconded
Motion passed unanimously

ADJOURNMENT
Meeting adjourned at 11:50 am.

Minutes submitted by Erin Badger