PIMA COUNTY
EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD
FEMA/EFSP Phase XXXV
Funding Allocation Meeting Minutes
Friday May 25, 2018
Pima County Housing Center
801 W. Congress
Tucson Arizona 85701

MINUTES

EMERGENCY FOOD AND SHELTER BOARD MEMBERS
Present  Jill Rich
Kelly Evans
Cammie Dirrim
Marie Reyna
Jamie Snyder
Tara Radke
John Matheny
Margaret Higgins
Philip Pierce
Steve Tofel
Terri Patt-Smith
Russell Crossan
Melissa Scaff

Not Present  Pia Seebach-York

COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION
DEPARTMENT STAFF
John Matheny- Special Populations Program Coordinator
Daniel Tylutki – Sr. Program Manager
Jennifer Felix – Program Coordinator

CALL TO ORDER
Acting Chair Jill Rich called meeting to order at 9:04 am

ROLL CALL OF BOARD
Quorum satisfied

PLEDGE OF ALLEGIANCE
OPEN REMARKS
Rosemary Cora-Cruz from CAA discussed their application will include the support of Dan Sullivan and the SJEC team to help with motel vouchers.

Jill discussed the process of separating into two groups to review the applications and allocate funding for phase 35.

ELECTION OF BOARD CHAIR FOR PHASE XXXV
Ms. Rich requested a motion to select new Board Chair.
Margaret Higgins moved to nominate acting Chair Jill Rich to be re-nominated for Board Chair.
Phil Pierce - Seconded
Motion passed unanimously

INTRODUCTION
Chair Jill Rich welcomed board members and asked board and guest to introduce themselves and state the agency they represent.

Ms. Rich briefed the board on the FEMA process, guidelines and requirements. Ms. Rich reviewed the list of non-allowable items. Ms. Rich addressed questions from the board.

ADMINISTRATIVE MATTERS

a. Approval of Meeting Agenda XXXV
Ms. Rich requested motion to approve agenda
Ms. Terri Patt-Smith move to approve Phase XXXV agenda
Mr. Russell Crossan – Seconded
Motion passed unanimously

b. Approval of minutes from phase XXXIV 01/09/2018
Ms. Rich requested motion to approve minutes
Ms. Terri Patt-Smith - moved to approve January minutes
Mr. Russell Crossan – Seconded
Motion passed unanimously

c. Discuss and Approve Phase XXXV Allocations/Allowances
   1. Award $411,233.00; Administrative Allowance $8,225.00
Ms. Rich announced the total award amount of $411,233.00 with the maximum allowable administrative expenses is $8,225.00 amount of which is included in total award amount.
   Ms. Terri Patt-Smith moved to approve
   Ms. Margaret Higgins - Seconded
   All in Favor
   Motion passed unanimously
2. **Per Diem Rate Allowance**
   - $12.50 per night for Mass Shelter
   - $2.00 per meal for Mass Feeding
Ms. Margaret Higgins moved to approve
Ms. Terri Patt-Smith - Seconded
All in Favor
Motion passed unanimously

3. **Funding Period End Date-January 31, 2019**
Ms. Margaret Higgins moved to approve
Mr. Russell Crossen Seconded
All in Favor
Motion passed unanimously

**BREAK INTO SUBCOMMITTEES**

a. **Discuss Proposals**
The Board separated into Subcommittees at 9:20am, the board reconvened at 10:45am.

**ALLOCATIONS DECISIONS**

a. Allocations were reviewed
b. The final recommendations were reviewed: Spreadsheet attached.

Ms. Margaret Higgins moved to approve the average for groups A & B per the spreadsheet
Ms. Terri Patt-Smith - Seconded
Motion passed unanimously

**OTHER BUSINESS – None**

**ADJOURNMENT**
Ms. Margaret Higgins moved to adjourn.
Ms. Cammie Dirrim seconded
All in Favor
Motion passed unanimously

Meeting adjourned at 11:10am

Minutes submitted by John Matheny
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<th>Agency</th>
<th>Served Meal/Mass Feeding</th>
<th>Other Food</th>
<th>Mass Shelter</th>
<th>Other Shelter</th>
<th>Rent/Mortgage Assistance</th>
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