



**PIMA COUNTY COMMUNITY DEVELOPMENT AND  
NEIGHBORHOOD CONSERVATION DEPARTMENT**

Kino Service Center  
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**PIMA COUNTY  
COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION  
OUTSIDE AGENCY COMMUNITY ADVISORY COMMITTEE**

**Wednesday, December 8, 2010, 10:00am  
Kino Service Center, Room 323, 3<sup>rd</sup> Floor  
2797 E. Ajo Way, Tucson, AZ**

**MINUTES**

**COMMITTEE MEMBERS**

Present      Mr. Corey Smith, Chair – District 1 Appointee  
                 Mr. Michael Lundin – District 2 Appointee  
                 Ms. Pam Moseley – District 3 Appointee  
                 Ms. Jeannine Mortimer – District 4 Appointee  
                 Ms. Rosalva Bullock – District 5 Appointee  
                 Mr. Steve Huffman – Future County Administrator Appointee

**COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION STAFF**

Margaret Kish – Pima County Community Development Director  
Al Kulwin – CDBG Program Manager  
Jane Kroesen – Pima County Community Development Project Coordinator  
Paula Jansmann – Pima County Community Development Administrative Specialist

**CALL TO ORDER by Chair Corey Smith at 10:08am**

**ROLL CALL**

**Quorum Present**

**INTRODUCTIONS**

Committee members introduced themselves indicating the Supervisor Districts they represented.

**REVIEW AND APPROVAL OF MAY 7, 2010 MINUTES**

Ms. Mortimer moved to approve the minutes of the May 7, 2010 meeting.  
Mr. Lundin seconded.

**Motion passed unanimously.**

## **REVIEW FY 2009**

Ms. Kroesen reviewed with the Committee the Fiscal Year 2009-2010 Annual Impact Report created from data from the community impact reporting system. This reporting system includes all the programmatic reports that agencies provide based on their contracts, outputs and outcomes.

Discussion ensued:

- Means of mapping service areas by zip code
- Outputs by service category
- Summary letter from Committee
- Means of capturing outcomes
- Agencies that left money on the table

## **COUNTY BUDGET**

Ms. Kish informed the Committee:

- Change in finance staff location and communication breakdown resulting in agencies not receiving attention needed. Will begin having regular meetings with finance staff to review Outside Agency spending.
- In March will work with Executive Directors of those agencies behind on spending. Committee can recapture and reallocate funds based on need.
- Provide better information to Committee in March regarding contracts this fiscal year
- The \$49,000 not allocated last fiscal year was recaptured and swept for another program
- General funds will be cut 1.5 percent this fiscal year
- RISE appealed to County Administrator and will receive an additional \$18,000. Hopefully this can be made up from recaptured dollars to be reallocated.

## **FY 2010 ACTIVITIES**

Ms. Kroesen informed the Committee that one hundred contracts have been written with 99.9 percent complete. The delay in the drawing down of funds and submission of reports is often the result of staff and CEO changes.

Caridad-de-Porres has no contract at this time, in the process of being absorbed by the Community Food Bank. Awaiting receipt of assignment of rights from the Food Bank indicating it is assuming the activities, programs and responsibilities of Caridad.

Ms. Kish indicated the action would have to go before the Board of Supervisors because of the amount of the overall contract for Community Food Bank.

Mr. Smith moved that the Committee agree to transfer \$15,000 funds from Caridad-de-Porres to the Community Food Bank pending receipt of assignment of rights. Mr. Lundin seconded.  
4 in favor. 1 abstention

### **Motion passed**

Agency Reviews:

- Three programs funded for the first time:
  - Interfaith Community Services – up and running

- Southern Arizona Association for the Visually Impaired – Youth Program slow in starting up
- Arizona Center for the Study of Family and Children – Caring Community slow in starting up –
- Tucson Urban League – Senior Breakfast Program has lost nearly half of its funding from other sources
- Late quarterly reports – San Ignacio, Tucson Urban League, Southwest Fair Housing, New Beginnings and Catalina Community Services (new CEO)
- Successful Agencies
  - Pio Decimo – received additional funding
  - EMERGE - restructured their approach to assist people involved in domestic violence relationships
  - Green Valley - requires anyone requesting financial assistance to take a financial education class prior to receiving financial assistance.
  - Saguaro Girl Scouts – new program off and running
  - International Sonoran Desert Alliance in Ajo - has three very skilled part time teachers teaching job skills and tutoring the students to obtain their GED
  - Our Family- has successfully taken over the House of Neighborly Services programs
  - Casas de las Ninos – expansion of Great Beginnings program

### **PLANNING FY 2011 RENEWAL PROCESS**

Mr. Kulwin asked how the Committee may want to format the next meetings, probably in March, before contract renewals are completed.

- Under performing agencies, have them come in  
Give agencies two months to come into compliance and time for Committee recommendations prior to Board of Supervisors for June budget  
Agencies provide action plan, special circumstances and those identified as needing additional support
- Budget Cuts – across the Board, per agency, service category, etc.
- One year contracts
- Finance staff availability

Committee set meetings in March for 8:30am as follows:

- March 7 – briefing meeting
- March 21 – issues review with agencies
- March 28 – recommendations
- April 4<sup>th</sup> - if necessary

Ms. Kish informed the Committee that a Vice-Chair will need to be selected in March. The Committee will be provided meeting materials ten days prior to the March 7<sup>th</sup> meeting.

### **ADJOURN**

Ms. Moseley moved to adjourn at 11:33am.

Mr. Lundin seconded.

**Motion passed unanimously.**

Minutes submitted by Paula Jansmann.