



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

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**PIMA COUNTY OUTSIDE AGENCY COMMUNITY ADVISORY
COMMITTEE**

Monday, March 14, 2011 8:30 am

**Pima Neighborhood Investment Partnership (PNIP) Office
3810 S. Evans Boulevard, Ste. 130
Tucson Arizona 85714**

Minutes

COMMITTEE MEMBERS

Present: Mr. Corey Smith, Chair – District 1 Appointee
Ms. Mary Soltero – District 2 Appointee
Ms. Hope Green – District 3 Appointee
Ms. Jeannine Mortimer – District 4 Appointee
Ms. Rosalva Bullock – District 5 Appointee

COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION STAFF

Margaret Kish – CDNC Director
Al Kulwin – Program Manager
Jane Kroesen – Project Coordinator
Karin Garrison – Administrative Specialist

CALL TO ORDER by Chair Corey Smith at 8:42 am

ROLL CALL

Quorum Present

INTRODUCTIONS

Committee members introduced themselves indicating the Supervisor Districts they represented. Two new members were introduced: Mary Soltero, District 2 & Hope Green, District 3.

REVIEW AND APPROVAL OF DECEMBER 8, 2010 MINUTES

Ms. Bullock moved to approve the minutes of the December 8, 2010 meeting.
Ms. Mortimer seconded.

Motion passes unanimously.

REVIEW FUNDING PROCESS

Need to go over the current and next year's contact renewals which include funding categories, last year the following five funding categories were used: Community Services, Emergency Food & Clothing, Senior Support, Support Services (Shelters & Domestic Violence), Youth - Young Adult & Parenting. Does the committee wish for the categories to remain the same or should changes be made to these?

Last year this organization had approx. \$2.3 million available for grants, we received about 115-120 applications and were able to approve 80 + agencies. Last year the committee took the five service categories and allocated dollars to each of the five categories, that process will occur again next year for approximately 6 weeks, every week, the committee will go through about 15 agencies per week, each agency will conduct a presentation for 5-10 minutes, the committee will decide whether or not to fund the agency. This funding process is done every two years, with the committee reviewing the agencies on the off year, which include any issues the agencies are experiencing which include: underperforming, administrative/reporting issues, or not spending the monies. When looking at agencies with these issues, the committee can look at cutting the funding, ask for remediate actions or increase funding to other agencies. Also think about priorities. Priorities include transportation, collaboration, rural services, matching funds & leverage.

FINANCIAL ISSUES FY 2009 and CURRENT FINANCIAL EXPECTATIONS

John Matheny from the Finance department was present, & distributed a hand-out, with dollar amounts, which included letters that were mailed out to under-spent agencies. The covered invoices and backup documentation which at times finance doesn't receive any for months and then suddenly they received several invoices at once. One main issue is that the numbers on invoices don't coincide with the backup information received.

FY 2010 Program and Finance Issues

Copies of letters that were sent out to the agencies were provided to committee members, letters from Ms. Kish went to agencies that left money on the table and from Mr. Kulwin to agencies that had under-spent funds. Ms. Kroesen gave a brief summary of the responses:

- Altar Valley School District – new hire that started in October, 46 % expenditure, shouldn't have anymore problems getting monies spent
- Arivaca – small organization, shouldn't have problems spending out the monies
- AZ Center for Study Children, Fam. – new program, had difficulty getting people interested in the program, letter explaining how they will be proceeding.
- Catalina Community Services – Food Bank – e-mailed director and is aware where funding is at and has plans to spend monies down.
- Chicanos Por La Causa – Corazon De Aztlan – didn't receive sufficient backup documentation with the February invoice received; this is a consistent issue with this agency.
- Chicanos Por La Causa – Parenting Arizona – same issue as above, holding invoice until proper back up documentation is received.
- Community Food Bank – Ajo Summer Meals – they spend out monies during the summer
- Green Valley Assistance – should spend out money, didn't send invoice for November
- Interfaith Coalition for the Homelessness – 2 agencies – couldn't spend out monies until they received the contract which wasn't until September.
- Pima Computer Recycling / RISE Inc. – they are at the threshold – 46%
- CCS – Youth Education – will spend out monies during the summer time
- PPEP, Inc. – Elderly Services in Ajo – single individual who provides this service, this individual was sick and couldn't work for several months and she just resigned, the agency is looking for a new individual, there is a concern whether or not they will be able to spend the monies down.
- Primavera Foundation – 48%
- Sahuaro Girl Scout – 2%, have only received one invoice
- San Ignacio – 2 programs – still haven't provided the second quarterly report
- SAAVI – Ready Set Go Youth – received letter from agency

- Tucson Urban League – Tutoring – agency never responded to letter mailed to them; invoices are sent in quarterly instead of monthly
- Tucson Youth Collective – Skrappy’s – agency never responded to letter mailed to them, last 8 months have only submitted 2 invoices
- Southwest Fair Housing – left money on the table last year
- U of A – Social Justice – agency waits to invoice us until their contract is completed which takes a very long time

The following agencies will need to come before the committee to provide update:

- Interfaith Community Services – East Side Emergency Financial Assistance
- AZ Center for the Study of Children and Families
- Interfaith Coalition of the Homeless – Plan to End Homelessness and Transportation to Succeed
- University of Arizona – Social Justice Education Project
- San Ignacio Yaqui Council – Emergency, Employment and Social Services and Senior Nutrition and Socialization
- Tucson Youth Collective – Scrappy’s Youth Center
- Southwest Fair Housing Council – Don’t Borrow Trouble

Letters of Suspension:

- Chicanos Por La Causa – PLC Parenting Arizona
- Chicanos Por La Causa – Corazon de Aztlan
- Portable Practical Education Preparation – Ajo Elderly Services
- Sahuaro Girl Scouts – Adelante Jovencitas
- Southern Arizona Association of the Visually Impaired – Ready Set Go Youth
- Tucson Urban League – Prevention and Intervention

Semi-Annual Report

Report provided from July-December – overall everyone is meeting or exceeding the projected numbers

Process for FY 2011 Contract Renewal

Agencies that are funded have a one year contract with an option for a one year renewal. The committee will be looking at program performance, there will be a 1.5% budget reduction this coming year. The committee needs to determine how the reduction will be done, what agencies will be affected, etc. Need to look at the agencies by the end of March, does the committee need to reallocate funds, etc. Any additional cuts above the 6.5% reduction, need to look at specific programs. Funding same services by other county departments; does the committee still want to continue to fund these agencies.

Orientation and Budget

For the new members of the committee (Hope, Mary & Steve), will be added on to the end of next meeting. A packet will be put together for these members to look at prior to the meeting.

Next Meeting scheduled for Tuesday, March 29, 2011 @ 8:00 am at the PNIP Office

Adjourn

Meeting was adjourned at 10:13 am

Minutes submitted by Karin Garrison