



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

Kino Service Center  
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**PIMA COUNTY  
EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD  
FEMA/EFSP Phase XXIX  
Funding Allocation Meeting  
Thursday, August 18, 2011 and Friday, August 19, 2011 12:30 pm  
United Way of Tucson – Suite 200  
330 N. Commerce Park Loop  
Tucson Arizona 85701**

**MINUTES**

**EMERGENCY FOOD AND SHELTER BOARD MEMBERS**

Present      Jill Rich  
                  Janet Avert  
                  John Blackburn  
                  Cammie Dirrim  
                  Kim Egita  
                  Evelyn Gonzales  
                  Margaret Higgins  
                  Jackie Lopez (for Emilio Caiz)  
                  Maj. Edward Marcome (for Maj. Clem Leslie)  
                  Ken McKinley  
                  Bill Magnotto  
                  Ed Mercurio  
                  Arlene Muniz (for Vicky Marshall)  
                  Susanna Rodriguez  
                  Steve Schiltz  
                  Terri Smith

**COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION  
DEPARTMENT STAFF**

Pamela Moseley – Pima County Community Development and Neighborhood  
Conservation Program Coordinator for Special Populations  
Karin Garrison – Pima County Community Development and Neighborhood  
Conservation Administrative Specialist  
Paula Jansmann – Pima County Community Development and Neighborhood  
Conservation Administrative Specialist – Senior  
Gloria Soto – Pima County Community Development and Neighborhood Conservation  
CDBG Program Coordinator

**CALL TO ORDER** by FEMA acting Chairman Jill Rich @ 12:00 pm

**ROLL CALL OF BOARD**

Quorum satisfied

**INTRODUCTION & WELCOMING**

Acting Chairman Jill Rich welcomed new board members and a brief explanation of the process was given. Pamela Moseley gave a brief explanation of package given to the committee members.

**ELECTION OF BOARD CHAIR**

Margaret Higgins nominated Jill Rich, Evelyn Gonzales seconded. Motion passed unanimously.

**APPROVAL OF AGENDA**

Margaret Higgins moved to approval, Terri Smith seconded. Motion passed unanimously.

**APPROVAL OF MINUTES FROM PHASE XXVIII**

Margaret Higgins moved to approve minutes, Bill Magnotto seconded. Motion passed unanimously.

**DISCUSSION OF ALLOCATIONS & ALLOWANCES**

Award amount of \$421,133.00 which includes an Administrative Allowance of \$8,423.00, award balance is \$412,710.00. Terry Smith motioned to pass, Margaret Higgins seconded. Motion passed unanimously.

**PER DIEM RATE ALLOWANCE**

\$12.50 per night for Mass Shelter, \$2.00 per meal for Mass Feeding, Bill Magnotto moved to keep the per diem rates the same, Susanna Rodriguez seconded. Motion passed unanimously.

**FUNDING PERIOD END DATE**

Extended to 45 days after the end of the funding period; which would be November 30, 2011, Susanna Rodriguez moved to pass motion, Evelyn Gonzales seconded. Motion passed unanimously.

**MOTION TO CONTINUE MEETING TOMORROW**

Margaret Higgins motioned, Terri Smith seconded, motioned passed unanimously.

**APPEALS PROCESS**

Pamela Moseley has copies of the appeals process. Any appeals that involve the Local Board would need to be done in writing; the Chair would review the appeal & the Local Board would need to be advised of the appeals meeting within 10 days of receiving the appeal.

FEMA monies can be spent retroactively as of December 1, 2010.

**FUNDING ALLOCATION RECOMMENDATIONS**

Recommendations were made, Terry Smith motioned for approval, Margaret Higgins seconded. Motion passed unanimously.

**ADJOURNMENT**

Meeting adjourned by Chairman Jill Rich @ 1:37 pm

Minutes submitted by Karin Garrison