

Maricopa County Community Services Commission

Monday, July 25, 2016 6:00pm

234 N Central Ave. #3000 Phoenix AZ 85004

The Advisory Tri-Partite Board of the Maricopa County Community Action Agency

MEETING MINUTES

MEMBERS PRESENT		
Public Sector	Private Sector	Consumer Representative
Councilwoman Kathie Farr City of Tolleson	Cathy Chiang APS	Pam DiPietro Foothills Foodbank
Judge Lilia Alvarez Town of Guadalupe	Amy Schwabenlender Valley of the Sun United Way	Anita Lawson Low-Income Representative
Councilman Bryan Kilgore City of Avondale		Connie Norris Low-Income Representative
MEMBERS ABSENT		
Public Sector	Private Sector	Consumer Representative
	Marlena Pena The Salvation Army	
GUESTS AND STAFF PRESENT		
Guests	Staff	
Sherryl Steel	Sandra Mendez, Assistant Director	
Stephanie Small	Laurie Ontiveros, Program Coordinator	
Seth Dyson	Lilian Perez, Admin. Specialist	
	Nicolas Espadas, Administrative Services Supervisor	

1. **Call to Order**

Chair Amy Schwabenlender called the meeting to order at 6:06 p.m.

2. **Roll Call**

Ms. Laurie Ontiveros completed roll call. Eight (8) of the nine (9) seated Commission members were present. A quorum was established.

3. **Pledge of Allegiance**

The pledge was led by Ms. Kathie Farr.

4. **CAA Director's Report**

- Ms. Mendez introduced Anita Lawson, the new Consumer Sector Representative for the Surprise/ El Mirage Service Area. Ms. Lawson provided an overview of her background and experience.
- Dashboard Indicator (DI) Report
Ms. Sandra Mendez provided an overview of the Dashboard Indicator (DI) Report, reflecting the final numbers for FY2016. Ms. Mendez shared that LIHEAP, STCS/TANF and SRP Utility fund sources were expended at 99%.

Ms. Mendez shared that Community Services Division (CSD) received funds in FY16 to assist resident with Global Water, but agencies were not able to use any of the funding due to lack of residents meeting the income guidelines in Global Water service areas; which included a small

section of Buckeye and Scottsdale. Ms. Mendez shared that she is working with ACAA to discuss flexibility in spending the funds.

Ms. Mendez showed a chart comparing the allocations received for FY2015 and FY2016. Ms. Mendez stated there was a significant increase in voucher funds amounts in SFY16; more money was spent in SFY16 in comparison to SFY15.

Ms. Mendez shared that organizational changes are being implemented in FY2017 to ensure better expenditure patterns and to ensure that all funds are depleted accordingly.

Ms. Mendez explained the Administrative Expenditures chart for FY2016, which are the funds used by contracted agencies to provide services. Ms. Mendez stated the City of Scottsdale was not included in the Administrative Expenditure chart since they used their administrative allocation for vouchers. Ms. Mendez explained that the Surprise CAP did well in expending their administrative allocation, even though they started in the second quarter of the state fiscal year. The Peoria CAP office was low in their expenditures due to their implementation timeline, which started late in the state fiscal year.

- CSBG Discretionary Funds Award

Ms. Mendez shared that Community Services received the CSBG Discretionary funds award in collaboration with SRP, APS, SWG and Maricopa Integrated Health Systems (MIHS) to provide a one day health and wellness event. Ms. Mendez explained that there will be several different providers and resources to assist low income residents. Community Services invited the City of Phoenix, City of Mesa and the City of Glendale to enter into a discretionary fund application that was submitted to DES. DES awarded \$25,000, which will be used to pay for a facility. Ms. Mendez shared that they are planning on having the event at the Convention Center in April 2017.

Ms. Mendez further shared that City of Glendale wants to continue to host their health and wellness event. As a result two separate events will be planned; one in downtown Phoenix and one in Glendale to serve the entire service area of Maricopa County. MIHS will provide health screening and vaccinations; utility companies will provide energy savings education; and Maricopa County, City of Phoenix, City of Mesa and the City of Glendale will provide utility assistance at these events.

- 2017 Contracts & IGAs

Ms. Mendez provided an update regarding the SFY2017 CAP Contracts and IGAs. Ms. Mendez shared that all contracts are in place for SFY17. Ms. Mendez shared that contracts were updated with new language, requiring a 25% match from all agencies to generate leverage dollars. In addition, voucher expenditure plan were requested to ensure full depletion of voucher funds.

- Community Needs Assessment Update

Ms. Sandra Mendez shared that CSD finalized the contract with Saguaro Evaluations. CSD will continue to work on finalizing the Needs Assessment Report. Ms. Mendez shared that feedback was requested from all the CAP offices. Feedback from the CAPs are due by Friday, July 29th. Ms. Mendez shared that a Commission subcommittee will be created to review and discuss the feedback received from the CAP offices which will be used to finalize the report. Ms. Laurie Ontiveros will send an email inviting commission members to participate in the subcommittee. Final recommendations will be presented at the October 24th Commission meeting.

- Staff Updates

Ms. Mendez introduced Mr. Nicolas Espadas, new Administrative Services Supervisor. Ms. Mendez provided an overview of the new Community Services Division (CSD) organizational chart. Each one of the managers and the Program Coordinator will manage two to three CAP contracts.

5. **Action Items**

- Approval of Meeting Minutes April 25th, 2016
The motion to approve the minutes from the April 25th, 2016 Commission Meeting was made by Councilwoman Kathie Farr. Ms. Pam DiPietro seconded the motion. The motion carried unanimously.
- Formally Accept Resignation - Commission Member Marlena Pena, Representative of Salvation Army (Private Sector).
The motion to formally accept the resignation of Commission Member Marlena Pena was made by Councilwoman Kathie Farr. Ms. Pam DiPietro seconded the motion. The motion carried unanimously.

6. **Call to Public**

- Councilman Bryan Kilgore provided an update regarding the Care 1st Avondale Resource Center. Care 1st recently had a resource fair; they had a total of 240 participants and 23 vendors providing 250 backpacks. Councilman Bryan Kilgore also shared information regarding the Safety and Energy Conservation event that was held on June 13th.
- Councilwoman Kathie Farr shared she is up for re-election for the City of Tolleson. Elections are scheduled for August 30th.
- Judge Lilia Alvarez shared that the Town of Guadalupe Teen Court received the NACO Innovation Award.

7. **Adjournment**

Chair Amy Schwabenlender adjourned the meeting at 7:15 p.m.

Next Meeting of the Maricopa County Community Services Commission.

Monday, October 24, 2016 at 6:00pm to be held at
234 N. Central Ave. #3000, Phoenix, AZ 85004