

Maricopa County Community Services Commission

Monday, October 24, 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	Bonnie Temme Salt River Project	Connie Norris Low-Income Representative
Councilman Bryan Kilgore City of Avondale	Jayson Matthews (Alternate for Amy Schwabenlender) Valley of the Sun United Way	
MEMBERS ABSENT		
Public Sector	Private Sector	Consumer Representative
Judge Lilia Alvarez Town of Guadalupe	Amy Schwabenlender Valley of the Sun United Way	Pam DiPietro Foothills Foodbank
		Anita Lawson Low-Income Representative
GUESTS AND STAFF PRESENT		
Guests		Staff
Sherryl Steel		Sandra Mendez, Assistant Director
Eugenio Munoz-Villafane		Laurie Ontiveros, Program Coordinator
Seth Dyson		Lilian Perez, Admin. Specialist
		Nicolas Espadas, Administrative Services Supervisor
		Frances Delgado, Direct Services Supervisor

1. **Call to Order**

Vice Chair, Councilwoman Kathie Farr called the meeting to order at 6:06 p.m.

2. **Roll Call**

Ms. Laurie Ontiveros completed roll call. Five (5) of the eight (8) seated Commission members were present. A quorum was established.

3. **Pledge of Allegiance**

The pledge was led by Councilwoman Kathie Farr.

4. **CAA Director's Report**

- **Dashboard Indicator (DI) Report**

Ms. Sandra Mendez provided an overview of the FY2017 Dashboard Indicator (DI) Report, reflecting the current status of the programs and expenditures for FY2017. Ms. Mendez shared that the total voucher funds are around 33% expended, with 33% time elapsed in the contract year. Ms. Mendez stated that LIHEAP is 46% expended which is related to the high demand due to the summer months. Ms. Mendez stated they expect a decrease in demand at the beginning of the next year.

Ms. Mendez explained that the Neighbors Helping Neighbors (NHN) is 81% expended. CSD receives around \$6,700 a year of NHN funds from the Arizona Community Action Association (ACAA). In previous years NHN funds were distributed to the Community Action Program (CAP) offices, through the funding formula. Because of the small amount of funding NHN provides, local communities experienced little impact from these funds. For the current year, CSD has retained these funds to support the Family Self-Sufficiency (FSS) Program which has proven to be effective in serving Public Housing and Housing Choice Voucher (Section 8) households. Ms. Mendez also shared that there is not a twelve (12) month expenditure requirement for this fund source. Ms. Mendez expects to fully deplete this fund source and will request additional funding from ACAA to continue to support FSS households.

Ms. Mendez explained the Administrative Expenditures chart for FY2017; these funds are provided to contracted CAP agencies to support the delivery of program services. Ms. Mendez shared that the Administrative Expenditures chart reflects 16% time elapse, which demonstrates funds depletion for the months of July and August. Ms. Mendez further explained that Maricopa County is currently processing reimbursements for the month of September.

Ms. Mendez also explained the County Households Served chart for FY2017. The information is based on real-time CAP reports as of last Friday, October 21, 2016. Ms. Mendez stated that the County Households Served chart reflects 33% time elapsed in the program; with a total of 2,938 households served. Ms. Mendez stated that this is consistent with previous years and is related to the high demand due to the summer months. Ms. Mendez stated they expect a decrease in demand at the beginning of the year.

- **Collaboration Resources Projects**

Ms. Mendez provided an update of the Collaboration of Resources Project. Ms. Mendez stated that Maricopa County submitted an application to the Department of Economic Security requesting \$25,000 in discretionary funds. Maricopa County is coordinating with the City of Phoenix, City of Mesa and the City of Glendale to conduct a health and resources event to provide low-income households with utility assistance and other resources they may be eligible for. Ms. Mendez stated Maricopa County also partnered with SRP, APS, SWG, Goodwill Industries, the Salvation Army and Maricopa Integrated Health Systems (MIHS).

Ms. Mendez stated the Collaboration of Resources event will be held at the Pendergast Community Center on March 25, 2017. Ms. Mendez explained that they have identified partners to provide services at the event based on the needs assessment. Maricopa County is expecting to serve 500 families, around 2,000 individuals.

Ms. Mendez stated that they may be asking for volunteers to help as greeters and navigators to assist attendees. Ms. Mendez stated they are meeting with the Project Connect Coordinators from Valley of the Sun United Way to learn more about their coordination processes. In addition, they are meeting with Goodwill to determine if there is a possibility to use an electronic data collection system that can be used at the regional event.

Ms. Mendez shared that City of Glendale is having their Annual Health and Resources event at the Glendale Civic Center on Saturday, November 12, 2016.

- **FY2018 Contracts & IGAs**

Ms. Mendez stated they are already starting the process for the FY2018 contracts, due to the long signature process with Maricopa County. Ms. Mendez shared that a Request for Proposal (RFP) will be released for the Peoria service area. The current contract was awarded through a Request for Quote (RFQ). Office of Procurement (OPS) has advised CSD to release an RFP for SFY18 for the Peoria service area. Community Services is currently working on the scope of work for the new RFP. Ms.

Mendez stated she will provide an update at the next meeting.

5. **Community Needs Assessment and Strategic Planning Update**

Mr. Michel Lahti from LeCroy & Milligan Associates, Inc. provided an overview of their agency and their role working with the Maricopa Community Action Program. They are currently reviewing the needs assessment report and conducting additional research on the indicators reflected in the report related to poverty and crime.

For the strategic planning process, LeCroy & Milligan will work with the different Community Action Program (CAP) agencies to gather information in regards to their service methodology. Mr. Lahti shared that the strategic plan is expected to be completed by March of 2017.

Ms. Sandra Mendez shared that LeCroy & Milligan received information gathered from the Commission members and CAP agencies regarding concerns with the data included in the needs assessment report. A Commission subcommittee will work with LeCroy & Milligan in addressing the concerns with the report. LeCroy & Milligan will provide an update at the next Commission meeting.

6. **Action Items**

- Approval of Meeting Minutes July 25th, 2016
The motion to approve the minutes from the July 25th, 2016 Commission meeting was made by Ms. Bonnie Temme. Councilman Bryan Kilgore seconded the motion. The motion carried unanimously.
- Formally Accept Resignation - Commission Member Councilwoman Kathie Farr, Representative of the City of Tolleson (Public Sector).
The motion to formally accept the resignation of Commission Member Councilwoman Kathie Farr was made by Ms. Bonnie Temme. Councilman Bryan Kilgore seconded the motion. The motion carried unanimously.

7. **Call to Public**

- Ms. Sheryl Steele from the Avondale CAP stated they are currently working with Southern Baptist Church on a Homeless initiative. Ms. Steele shared that through this grassroots initiative, 10 adults can receive shelter, clothing, food and showers each night.
- Mr. Eugenio Munoz-Villafane from the Scottsdale CAP - Vista del Camino stated the City of Scottsdale Community Services Commission is currently conducting studies in regards to homelessness in their service area. The Commission plans to submit a letter to the Mayor and Scottsdale City Council, requesting further action in addressing homelessness.
- Ms. Temme shared that the AZ Utility Partnership Submit will be held this Friday, October 28th. This is the second submit to be held and is available to all community partners.

8. **Adjournment**

Councilwoman Kathie Farr adjourned the meeting at 7:08 p.m.

Next Meeting of the Maricopa County Community Services Commission

Monday, January 23, 2017 at 6:00pm to be held at
234 N. Central Ave. #3000, Phoenix, AZ 85004

HSD Mission Statement:

To provide and coordinate essential support and social services to vulnerable populations to enhance economic, educational, and social opportunities and strengthen communities.