

Maricopa County Community Services Commission

Monday, June 26th, 2017 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 Veronica Malone City of Avondale	Amy Schwabenlender Valley of the Sun United Way	Connie Norris Low-Income Representative
	Jayson Matthews Valley of the Sun United Way	Pam DiPietro Foothills Foodbank
	Cathy Chiang (Alternate for Bonnie Temme) Arizona Public Service	Anita Lawson Low-Income Representative
MEMBERS ABSENT		
Public Sector	Private Sector	Consumer Representative
Judge Lilia Alvarez Town of Guadalupe	Bonnie Temme Salt River Project	
GUESTS AND STAFF PRESENT		
Guests		Staff
Steven Wind, LeCroy & Milligan Associates		Sandra Mendez, Assistant Director
Michele Schmidt, LeCroy & Milligan Associates		Laurie Ontiveros, Administrative Services Supervisor
Sheryl Steele, City of Avondale CAP		Daniel Torres, Management Assistant
Gene Munoz-Villafane, City of Scottsdale CAP		Lilian Perez, Operations Specialist

1. **Call to Order**

Chairwoman, Ms. Amy Schwabenlender, called the meeting to order at 6:04 p.m.

2. **Roll Call**

Ms. Laurie Ontiveros completed roll call. Six (6) of the seven (7) seated Commission members were present. A quorum was established.

3. **Pledge of Allegiance**

The pledge was led by Mr. Jayson Matthews.

4. **CAA Director's Report**

- **Dashboard Indicator (DI) Report**

Ms. Sandra Mendez provided an overview of the FY2017 Dashboard Indicator (DI) Report, reflecting the closing out status of contract year for 2017. Human Services Department (HSD) received allocations or awards totaling over \$3,485,636 in funds to be utilized for direct service purposes. A total of \$3,386,011 has been expended as of June 26th, 2017. Ms. Mendez highlighted that the APS Utility funds are expended at 80.04% and about \$24,000 are still available to spend. HSD will collaborate with APS and service providers to find out what the obstacles are in spending the rest of funds. Ms. Mendez stressed

that HSD was unable to spend any Global Water funds due to the lack of service customers. ACAA has been asked to redirect Global Water money to service areas with a higher population density of Global Water clients. Ms. Mendez shared that the total voucher funds depleted at 97.14% are consistent with the 100% time elapsed in the program year.

Ms. Mendez explained that The County Households Served graph shows a total of 6,815 households have received assistance as of June 26, 2017. The average utility assistance payment is \$458.34, while the average rent/mortgage assistance payment is \$960.06.

Ms. Mendez reviewed the Administrative Expenditures graph and stated that expenditure rates for some agencies are low due to overdue June invoice reports. Once the June invoices are processed the Administrative Expenditures graph will demonstrate fully expended funds for those agencies.

- **CSD Staff Changes**

Ms. Mendez shared that two Family Self Sufficiency Case Workers have been hired with a July 6th start date. Furthermore, two Resident Service Coordinators for the HAMC contract have accepted their positions. One will be located at the Madison Heights Resource Center and a second Coordinator will be at the Coffelt location. The Coffelt site still has six (6) more months left for completion. In addition, Ms. Mendez shared that two other positions will be advertised: 1) CSBG Program Coordinator and 2) Contracts Administrator.

Finally, HSD is currently attempting to finalize an offer for the Community Action Program Manager position.

- **Gila Bend/Buckeye CAP Service Area**

Ms. Mendez explained that HSD has entered into contract with all of HSD providers. However, Gila Bend City Manager was only interested in serving the Gila Bend Service Area. HSD has decided to pursue a new contract for a service provider to serve the City of Buckeye. Ms. Mendez hopes to work on an intergovernmental agreement with the City of Buckeye or likely an RFP will be done for private non-profit. Also, a CAP office is being discussed for Cave Creek/Anthem/New River/Carefree area.

- **Rapid Rehousing/LIHEAP Assistance Coordination**

Ms. Mendez introduced LIHEAP changes that are being explored by Arizona Department of Economic Security (ADES). Arizona remains the lowest funded state on a per capita basis for LIHEAP funding. HSD requested a small amount of LIHEAP money be used as deposits for clients who are being rapidly rehoused in the City of Chandler. Moreover, ADES has allowed LIHEAP funding to be used for the rapidly rehousing model.

HSD would also like to allocated approximately \$200,000 from LIHEAP funds and use it for the Senior and Adult Programs. Seniors who are living on fixed incomes would be certified for a five (5) year timeframe.

- **Strategic Planning Report Overview**

Ms. Mendez introduced Mr. Steven Wind with LeCroy & Milligan. HSD contracted with LeCroy & Milligan to pursue strategic planning based on the Needs Assessment and to create a report for each service area. Mr. Wind explained that the capacities of each CAP office varied greatly; some are two person organizations while others have more team members. As a result, some agencies have basic programming while other agencies are more sophisticated. Mr. Wind expressed that the Strategic Planning covers the five (5) year period which was the initial goal. Chairwoman Amy Schwabenlender summarized that the Strategic Planning Report focuses on food and health as well as security through employment. Ms. Mendez observed that the platform fits into the upcoming ROMA changes that are being implemented by the State (ADES).

5. Action Items

- **Approval of Meeting Minutes April 24, 2017**

The motion to approve the minutes from the April 24th, 2017 Commission meeting was made by Ms. Cathy Chiang. Ms. Pam DiPietro seconded the motion. The motion carried unanimously.

- **Formally Accept the Maricopa Community Action Agency Strategic Plan Report**

The motion to accept the Maricopa Community Action Agency Strategic Plan Report was made by Ms. Connie Norris. Ms. Pam DiPietro seconded the motion. The motion carried unanimously.

- **Formally Accept Resignation – Commission Member Amy Schwabenlender, Representative of Valley of the Sun United Way (Private Sector)**

The motion to accept the resignation of Commission Member Amy Schwabenlender, representative of Valley of the Sun United Way (Private Sector), was made by Ms. Pam DiPietro. Ms. Veronica Malone seconded the motion. The motion carried unanimously.

- **Formally Accept Jason Matthews as a Commission Member Representing of Valley of the Sun United Way (Private Sector)**

The motion to accept Jayson Matthews as a Commission Member representing Valley of the Sun United Way was made by Ms. Veronica Malone. Ms. Connie Norris seconded the motion. The motion carried unanimously.

- **Formally Accept Christine Wetherington as the Alternate Representative for Valley of the Sun United Way (Private Sector)**

The motion to accept Christine Wetherington as the Alternate Representative for Valley of the Sun United Way was made by Ms. Veronica Malone. Ms. Anita Lawson seconded the motion. The motion carried unanimously.

6. Call to Public

- Mr. Jayson Matthews shared that the June Project Connect had a wonderful reception with about 400 individuals showing up. Project Connect for July will be with City of Surprise at a Salvation Army location. Further details for the event will be sent out by Mr. Jayson Matthews.
- Ms. Sheryl Steele shared that her CAP agency has relocated to a Community Senior Center, temporarily due to air conditioning outage. She also shared that her application for Emergency Shelter Grant was approved resulting in an increase in funding.
- Ms. Anita Lawson apologized for her absence from the past meetings due to health problems.

7. Adjournment

Chairwoman Amy Schwabenlender adjourned the meeting at 6:59 p.m.

Next Meeting of the Maricopa County Community Services Commission

Monday, July 24th, 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.