

County Community Services Commission  
Monday, January 28, 2019 6:00 PM  
234 N Central Ave. #3000 Phoenix AZ 85004

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

**MEETING MINUTES**

**MEMBERS PRESENT**

<b>Public Sector</b>	<b>Private Sector</b>	<b>Consumer Representative</b>
Councilwoman Veronica Malone, Avondale	Jayson Matthews Valley of the Sun United Way	Maria Mendoza Low-Income Representative
Councilman Roland Winters, Surprise	Bonnie Temme Salt River Project	Jessica Gonzalez Low-Income Representative
	Lauriane Hanson Equality Health	

**MEMBERS ABSENT**

<b>Public Sector</b>	<b>Private Sector</b>	<b>Consumer Representative</b>
Councilman Ricky Vital, Guadalupe	Adonis Deniz Jr. Mercy Care	Pam DiPietro Foothills Foodbank
		Connie "Cricket" Norris Low-Income Representative

**GUESTS AND STAFF PRESENT**

<b>Guests</b>	<b>Staff</b>
Eugene Munoz-Villafane, Scottsdale CAP Director	Sandra Mendez, Community Services Assistant Director
Edith Baltierrez, Surprise CAP Executive Management Analyst	Cathy Chiang, Community Action Program Manager
John Carnero, City of Tolleson Councilman	Eddie Limon, Community Services Program Coordinator
	Nayeli Martinez, Community Services Management Assistant

1. **Call to Order**  
Chairman, Jayson Matthews, called the meeting to order at 6:04 p.m.
2. **Roll Call**  
Ms. Nayeli Martinez completed roll call. Six (6) of the eleven (11) seated Commission members were present. A quorum was established.
3. **Pledge of Allegiance**  
The pledge was led by Chairman, Jayson Matthews.
4. Ms. Sandra Mendez briefly provided an overview of the agenda. Ms. Mendez indicated the format for the Dashboard Indicator (DI) Report has been customized to be more user friendly.

**Commission Member Training**

Ms. Mendez reminded board members of the upcoming Board Member orientation in March 2019. Mr. Edward Limon will follow up with any members who have yet to participate in orientation. Ms. Mendez encouraged members to please contact Edward Limon, if they are unable to attend the next scheduled orientation and encouraged members to sign the conflict of interest forms if they have not done so. Ms. Mendez proposed to begin Strategic Planning and ROMA Planning training in June 2019, in time to begin training on the 5-Year Strategic Plan at the start of SFY20, July 2019. CSD is looking at the possibility of hiring a facilitator to help put together a 5-Year plan to move us from 2020 to 2024.

Chairman Matthews requested all upcoming training dates be released to all board members as soon as they are identified. Ms. Mendez shared Mr. Edward Limon will be identifying potential dates and the information will be shared with all board members.

### **Discussion of Commission Member Selection Process**

Ms. Mendez provided a brief summary of the Tri-partite Board Structure and the steps CSD has taken to ensure meeting all representation requirements. Ms. Mendez noted that during a review of Councilwoman Veronica Malone's upcoming term end date, Mr. Limon identified six (6) upcoming vacancies for fiscal year 2019 – two (2) Public Elected Official seats, one (1) Private Sector Representative seat and three (3) Low Income Representative seats. Moving forward, Ms. Mendez would like to open the Board Representation to find other sectors or organizations that can support Community Action efforts.

As a result, Ms. Mendez and Mr. Limon proposed a change to the selection procedures for the Public Elected Officials/ Private / Non-Profit Sector. All Board Members received a copy of the proposed revisions to Section 302 of the Maricopa County Commission Selection Procedures. Option #1 follows the Low-Income Representative process, where applications are made available to interested parties. The advisory committee then receives the applications and would do a majority vote during the next Commission Meeting. Option #2 the Board Chair establishes a Nominating Committee. The Committee makes recommendations to the Board if they receive applications. If the Committee does not receive any applications for a vacant position, they will recommend any members at large that may be interested in joining the Commission Board. CSD can then send a letter of invitation and have the nominated member submit an application. The board would then ratify the seat at the next meeting.

These two proposed procedures would address conflicts between interested parties applying for the same position. Mr. Jayson Matthews suggested creating an Ad-Hoc working group to finalize the proposed procedure change to help stagger term end dates to make sure that vacant seats are identified and filled within 90 days. Ms. Bonnie Temme requested a clarification for qualified applicants who submit an application when the Board is at membership capacity. Ms. Mendez agreed we would like to consider these changes noted these factors should be considered by those participating in the Ad-hoc working group. Mr. Limon will be working closely with Chairman, Jayson Matthews to establish an Ad-Hoc Nomination Committee.

### **Discuss Bi-monthly Meetings**

Ms. Mendez explained that CSD is working on deadline sensitive projects that require review by the Board. Coordinating projects with the current Commission Meeting schedule every 90 days has proven to be difficult. Moving forward, Ms. Mendez proposed to change the recurrence to bi-monthly meetings – Once every two months. This proposed change would begin in SFY 2020, July 2019. Ms. Mendez will present a revised meeting schedule at the next Commission Meeting as an action item, and would like Board members to consider the change.

Chairman Matthews noted that CSD also has the option to call emergency Commission Meetings, if necessary.

### **Report on Strategic Initiatives**

Ms. Mendez provided a brief summary of efforts taken within the last year to identify high priority areas needed within the community. The 23 cities where the Community Action Program (CAP) offices are located were included in the decision process and the Commission Board ratified their proposed priority areas. The proposed priority areas were Employment Related Initiatives and Affordable Housing/Eviction Prevention initiatives.

Ms. Mendez gave a high level review of the ROMA cycle and how it involves the Needs Assessment and Strategic Planning process. Ms. Mendez also reviewed the Federal Goals that guide the strategic initiatives and explained that the goals cannot be changed as they are established by the Federal Government.

Ms. Mendez shared that CSD was awarded \$500,000 by the Arizona Department of Housing to provide an Expansion of Eviction Prevention Services in the Country Meadows Justice Precinct. This grant covers

about seven (7) cities within the same justice precinct including City of Phoenix, City of Glendale, City of Peoria, Sun City, Sun City West, City of Tolleson and City of Avondale.

Ms. Mendez explained the Eviction Prevention Services will include a sustainability component, where a case worker will be able to work with applicants to ensure other possible needs are met to ensure the client is able to stay in the apartment for at least 90 days. Ms. Lauriane Hanson brought forward a suggestion to also track how this assistance will help applicant's mental and physical health as they move out of this program. Ms. Mendez welcomed the idea as it would contribute to data collection efforts to help advocate for similar programs. Ms. Mendez requested Ms. Cathy Chiang work with Ms. Hanson to look over the self-sufficiency matrix and ensure a health component is included when evaluating applicants within this program.

M. Mendez shared that Arizona Public Service (APS) issued a request for proposal this past December 2018. APS has historically contracted directly with Wildfire, previously known as the Arizona Community Action Agency (ACAA), and funds have then been distributed to Community Action Agencies (CAAs). Ms. Mendez explained that Maricopa County alone, excluding Phoenix, Mesa and Glendale, represents 40% of their customer base. As a result, Maricopa County requested 40% of the proposed APS funds for \$600,000. Previously, Maricopa County received \$100,000 through Wildfire and if selected by APS, Maricopa County would be able to expand utility assistance programs in the MCHSD service area.

### **Request for Proposals (RFP) 2019**

Ms. Mendez informed board members that MCHSD will make approximately \$300,000 to \$400,000 available for the high priority areas identified through the Needs Assessment Process. These request for proposals will target Goals one (1) and two (2) of the Federal Goals. Goal 1 – Individuals and families with low incomes are stable and achieve economic security. Goal 1 related efforts will support Employment Related Services that result in living wages, health insurance and full time employment. Two awards are expected to be made, with a 3-year renewable contract for approximately \$200,000 - \$300,000. A 25% non-federal cash match will be requested for this proposal. Goal 2 related efforts will support Communities where people with low-incomes live that result in healthy, sustainable communities that offer economic opportunities for low income households. Two awards are expected to be made, with a 3-year renewable contract for approximately \$50,000 - \$100,000.

Vice Chair, Jessica Gonzalez, noted there may be other opportunities for more coordination regarding the proposals and asked to speak offline with Ms. Mendez to discuss other ideas.

Suggestions were made for revisions to the proposed RFP plan. Ms. Mendez requested other ideas or suggestions be e-mailed to either her or Mr. Eddie Limon as soon as possible so they can be considered. The RFP will tentatively begin March 2019, an Evaluation Committee will be formed in April 2019. The awards are expected to be announced in May 2019 with the hopes to finalize contracts by June 2019 and begin services July 1, 2019.

### **Dashboard Indicator (DI) Report**

Ms. Sandra Mendez provided a brief overview of the current budget and fund expenditures for State Fiscal Year (SFY) 2019. Maricopa County Human Services Department received allocations or awards totaling over \$3,832,907.00 in funds to be utilized for direct service purposes. A total of \$2,206,865.80 has been expended as of December 31, 2018, with 50% time elapsed in the contract year. Ms. Mendez explained some Community Action Program (CAP) agencies demonstrate a high expenditure rate for the time elapsed in the contract year, due to the anticipation of mid-year amendment funding increases coming in February 2019.

Board members raised questions regarding vacancies and expenditure plans. Ms. Mendez provided a brief history of past fund availability and summarized the ways CSD supports agencies when they have vacancies.

Vice Chair, Jessica Gonzalez, made suggestions to revise the funding formula to increase funding impact for smaller towns.

## 5. Action Items

- **Approval of Proposed Commission Member Selection Process**

The motion to approve option 1 as made by Councilman Roland Winters. Motion failed.

Chairman, Jayson Matthews amended the motion for option 2 to include the creation of an ad-hoc nomination committee. Chairman Matthews, Ms. Bonnie Temme and Ms. Laurie Hanson volunteered to participate in the ad-hoc nomination committee. The motion to approve option 2 was made by Councilwoman Veronica Malone. Ms. Bonnie Temme and Ms. Lauriane Hanson seconded the motion. Motion passed.

- **Approval of Meeting Minutes from the October 22, 2018 Meeting**

The motion to approve the October 22, 2018 meeting with amendments made by Ms. Bonnie Temme was made by Ms. Bonnie Temme. Councilman Roland Winters seconded the motion. Motion passed.

## 6. Call to Public

- Councilman Roland Winters shared that City of Surprise finalized their Homeless Count last week. He was happy to share the count did not increase from the year prior. Sadly, City of Surprise voted in favor of banning homeless camping; Councilman Winters is very disappointed with the outcome.
- Mr. Eugene Munoz-Villafane shared Scottsdale El Camino also completed their Homeless Count. Mr. Munoz shared that they are still finalizing their numbers. He also shared that police in Scottsdale are taking a softer approach to people in homelessness and are redirecting people to services. He shared his concern that the faster number of people seen in homelessness is seniors as they begin to be priced out of the housing market. He would like Community Action to continue efforts to promote affordable housing.
- Ms. Bonnie Temme shared that SRP works with customers challenged with paying utility bills. With the Federal Shutdown taking place, SRP is going above and beyond to work with families to ensure their power is not shut off. SRP will be increasing rates in the upcoming months and has planned to work with federal employees and other populations impacted by the federal shutdown that may not be federal employees.
- Chairman, Jayson Matthews, shared that many emergency food banks and kitchens have stepped up to help families affected by the federal shutdown. Local food banks were prepared as a result of the holidays but most have endured a major hit to their supplies for families who may be in need in Spring and Summer. He anticipates a residual effect to the system as we move into the hotter months.
- City of Tolleson Councilman John Carnero complimented Commission Members for focusing on the issues that have increased in terms of need.
- Ms. Sandra Mendez shared that she and Cathy Chiang attended the Community Action Partnership Management and Leadership Conference in New Orleans. Scholarships were made available to the Community Action Agencies to pay for registration. City of Tolleson, Avondale and Chandler were able to join. CSD's intent is to have a national presence and would like them to have the same type of professional development that is received by County staff. Ms. Mendez would like to make more scholarship opportunities next year for Board Members to attend. Ms. Mendez also complimented CSD staff, Ms. Cathy Chiang, Mr. Edward Limon and Ms. Nayeli Martinez for their work and support.

## 7. Adjournment

Chairman Jayson Matthews adjourned the meeting at 7:48 PM

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### Next Meeting of the Maricopa County Community Services Commission

Monday, April 22, 2019 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.*