

Maricopa County Community Services Commission

Monday, February 23, 2015 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
Ms. Kathie Farr Councilwoman for the City of Tolleson	Ms. Bonnie Temme Salt River Project	Ms. Pam DiPietro
	**Ms. Cathy Chiang Arizona Public Service	
	Ms. Amy Schwabenlender Valley of the Sun United Way	
	Ms. Marlena Piña The Salvation Army	
MEMBERS ABSENT		
Public Sector	Private Sector	Consumer Representative
	Mr. Frank Gallardo	Ms. Alice Hector
		Mr. Lorenzo Aguirre
GUESTS AND STAFF PRESENT		
Guests		Staff
Stephanie Small (Avondale CAP)		Ms. Sandra Mendez, Assistant Director
**Eugenio Villafane-Munoz (Scottsdale CAP)		Mr. Mark Monroe, Contracts Administrator
Anna Marie Maldonado (Care1st)		Ms. Cynthia Betts, Administrative Specialist
Maria Aviles (Care1st)		Ms. Veronica Bravo, Emergency Assistance Specialist

** Denotes attendance via telecom.

1. Call to Order

Chair Amy Schwabenlender called the meeting to order at 6:10 p.m.

2. Roll Call

Cynthia Betts completed roll call. Five (5) of the nine (9) seated Commission members were present. A quorum was established.

3. Pledge of Allegiance

The pledge was led by Ms. Amy Schwabenlender.

4. CAA Director's Report

- **SFY 2016 Geographic Service Areas** - Ms. Mendez provided an overview of the current Service Areas including the number of households at or below 150% of the Federal Poverty Level (FPL). Her overview included a 2015 Service Area Map and a 2016 *Suggested Service Area Map*. The 2016 *Suggested Service Area map* depicted a realignment of the Northwest Service Area. Ms.

Mendez explained both handouts and the projected impact the changes may have on service provision. The revision would balance potential service demands based on people in poverty, with a focus on cities having high population density. A discussion of the proposal followed. Ms. Mendez agreed to communicate events to the Commission as they unfold. Ms. Mendez is currently in active communication with the City Municipalities to weigh their willingness to partner with Maricopa County.

Ms. Farr expressed concerns about service accessibility to clients in Laveen and in understanding which designated Community Action Agency is responsible for service delivery there. Ms. DiPietro stated that there are many geographic locations within the County, including County islands, which maintain City of Phoenix addresses and consequently are directed to the City of Phoenix Human Services Department for CAP services. This presents accessibility issues for areas such as Cave Creek or New River given the lengthy travel required to apply at one of the City of Phoenix Family Service Centers, where services are provided. Ms. Mendez will investigate and report back to the Commission.

- **SFY 2016 Funding Formula** - Ms. Mendez conveyed a need to review the existing CAP Funding Formula to ensure funds are equitably distributed, using updated poverty data. She also stated a need to review the distribution of funds, if geographic service areas require realignment. Ms. Mendez will develop suggested options for an updated Funding Formula and distribute to Commissioners prior to the next Commission Meeting. She also indicated that this information will also be shared with Community Action Program (CAP) Directors to obtain input and feedback on each of the suggested formulas. The results of all input and feedback will be provided to the Commission.
- **By-laws Subcommittee** - Ms. Mendez reminded the By-laws Subcommittee to review the Commission By-laws. She indicated that her staff is available to coordinate conference calls with Subcommittee members.

5. Contracts & Expenditures

- **Request for Application submission** - Mr. Monroe stated that the County response to the DES/DAAS Request for Application (RFA) is progressing and should meet the due date identified in the DES/DAAS "Request for Applications – Revisions" document.
- **State Fiscal Year (SFY) 2016 Contract Amendment Timeline** - Mr. Monroe provided a brief overview of the SFY2016 timeline for processing the sub-contractors amendments.
- **CAP Funds/Expenditure Report** - Mr. Monroe indicated that the current ratio of fund expenditures is consistent with the time elapsed in the contracts, for both County funds and subcontracted funds. This will ensure complete disbursement by June 30, 2015.

6. Program Updates

CAP Funds/Expenditure Report/ Households Served Report - Ms. Mendez explained that the Monthly CAP Report and the CAP Funds/Expenditure Report generally convey the same information, but at different points in time. Ms. Mendez noted that the Monthly CAP Report indicates voucher funding information as of a specific "point in time" and the CAP Funds/Expenditure Report demonstrates fund expenditures for the most recent invoice processed by CSD staff. Ms. Mendez addressed questions the Commission had

regarding the Monthly CAP Report.

7. **Action Items-**

Approval of the Meeting Minutes –

The motion to approve the January 26, 2015 Commission Meeting Minutes was made by Kathie Farr; Bonnie Temme seconded the motion. The motion carried unanimously.

8. **Call to Public**

- Mr. Eugenio Villafane-Munoz announced that Vista Del Camino will be participating in the Homeless Street Count. Mr. Villafane-Munoz detailed a new approach that Vista Del Camino will be taking to capture previously unaccounted homeless individuals.
- Ms. Stephanie Small provided information on an energy conservation program that the City of Avondale organized in partnership with APS & SRP. The program targeted 98 homes and provided them with information on energy conservation. The program also provided CFL bulbs and shower adapters. To compliment services, Avondale also completed a follow up energy conservation presentation for all utility assistance applicants.
- Ms. Amy Schwabenlender shared that the next Project Connect event will be held on March 19th, 2015 at the Mesa Inter-Stake Center 830 E. 2nd Ave. Mesa, AZ 85204 from 8:00am-3:00pm.
- Ms. Mendez shared information about code compliance issues at an apartment complex in the City of Glendale. The apartment complex was found to be unsafe and all residents were evicted. Ms. Mendez praised the efforts of the Department of Economic Security in providing additional financial assistance to the Glendale Community Action Program (CAP) Office to immediately address the housing needs of the evicted residents.

9.

Adjournment

Chair Amy Schwabenlender adjourned the meeting at 7:00 p.m.

Next Meeting of the Maricopa County Community Services Commission.

Tuesday, March 31, 2015 at 6:00pm to be held at
234 N. Central Ave. #3000, Phoenix, AZ 85004