

Maricopa County Community Services Commission

Monday, January 23, 2017 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**

<b>MEMBERS PRESENT</b>		
<b>Public Sector</b>	<b>Private Sector</b>	<b>Consumer Representative</b>
Judge Lilia Alvarez Town of Guadalupe	Bonnie Temme Salt River Project	Pam DiPietro Foothills Foodbank
Councilman Bryan Kilgore City of Avondale	Amy Schwabenlender Valley of the Sun United Way	
<b>MEMBERS ABSENT</b>		
<b>Public Sector</b>	<b>Private Sector</b>	<b>Consumer Representative</b>
		Connie Norris Low-Income Representative
		Anita Lawson Low-Income Representative
<b>GUESTS AND STAFF PRESENT</b>		
<b>Guests</b>		<b>Staff</b>
Sherryl Steel		Sandra Mendez, Assistant Director
Seth Dyson		Laurie Ontiveros, Program Coordinator
Veronica Malone		Lilian Perez, Operations Specialist
Cathy Chiang		
Steven Wind		
Michele Schmidt		

1. **Call to Order**

Chair Amy Schwabenlender called the meeting to order at 6:08 p.m.

2. **Roll Call**

Ms. Laurie Ontiveros completed roll call. Five (5) of the seven (7) seated Commission members were present. A quorum was established.

3. **Pledge of Allegiance**

The pledge was led by Councilman Bryan Kilgore.

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 50% expended, with 50% time elapsed in the contract year. Ms. Mendez stated that LIHEAP is 62% expended which is related to the high demand due to the summer months.

Ms. Mendez explained that the Neighbors Helping Neighbors (NHN) is 95% expended. CSD receives a small amount of NHN funds and they tend to use this fund quickly.

Ms. Mendez also explained the County Households Served chart for FY2017. This information is as of

December 31, 2016. Ms. Mendez stated that the County Households Served chart reflects a total of 4,030 households served. Ms. Mendez stated that this is consistent with previous years, since they normally provide services to approximately 6,000 households a year.

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 50% time elapse, which demonstrates funds depletion as of November 2016. Ms. Mendez further explained that Maricopa County is currently processing reimbursements for the month of December 2016. Maricopa County will contact Scottsdale and Guadalupe to review their Administrative Expenditures, since there seems to be some discrepancies.

- **Collaboration Resources Projects**

Ms. Mendez provided an update of the Collaboration of Resources Project. Ms. Mendez stated that Maricopa County received \$25,000 in CSBG discretionary funds to conduct a Regional Health and Wellness Fair. Ms. Mendez stated Maricopa County also received funding from SRP, APS, and SWG for the event. Maricopa County is partnering with the City of Phoenix, City of Mesa, City of Glendale, Maricopa Integrated Health Systems (MIHS), and utility companies to provide services to low-income households.

Ms. Mendez stated the Collaboration of Resources event will be held at the Pendergast Community Center. They are close to finalizing a contract with Pendergast. Ms. Mendez also mentioned they are getting the facility for free, allowing them to use the \$25,000 for utility and rental assistance the day of the event. This event is scheduled for Saturday, March 25, 2017 from 9:00am to 12:00pm. Ms. Mendez shared that Pendergast will advertise the event at their schools. She also mentioned that all schools in the Pendergast School District are Title 1 schools.

Ms. Mendez explained that they have identified services providers, some of those providers include: ADES that will be providing SNAP eligibility, WIC and MIHS that will be providing health checks.

Ms. Mendez stated they will send a copy of the flyer, once they have the final flyer. Ms. Mendez mentioned if anyone is interested to participate the day of the event, to please let her know.

- **NW Service Area RFP**

Ms. Mendez stated they are working on the NW Service area Request for Proposal (RFP) that includes Peoria, Sun City, Sun City West, Youngtown and Waddell. The current contract was awarded through a Request for Quote (RFQ). Office of Procurement (OPS) advised to release an RFP for SFY18 for the NW Service area. Community Services completed the new RFP, and they plan to release the Request for Proposal (RFP) by the end of February.

- **CSD Staff Changes**

Ms. Mendez shared that Community Services has some recent staff changes.

Administrative Services Supervisor position:

Nicolas Espadas worked with Community Services for six (6) months, but recently he was offered a position in the private sector. Laurie Ontiveros was promoted and will be the new Administrative Services Supervisor.

Direct Services Supervisor position:

Frances Delgado took a job with ADES. Tina Tegtmeyer was moved to the Direct Services Unit to provide supervision for the Family Self Sufficiency Program.

Administrative Assistant position:

This position is currently vacant, since Lilian Perez Inigo was moved to the Program Specialist position.

Contract Manager position:

Ms. Mendez stated they will hire a new Contracts Manager to work on the contracts that are growing.

Program Assistant position:

Ms. Mendez shared that they are in the process of hiring a new Program Assistant; this person will provide training for all the Community Action Programs, as well as conducting policy analysis and policy support for the agencies.

Ms. Mendez also shared that Community Services currently has two (2) contracts with the Housing Authority of Maricopa County (HAMC) that are in the process of being posted. The purpose of these contracts is to provide and coordinate services at the Madison Heights and Coffelt Resource Centers.

Program Manager position:

Ms. Mendez stated that this position was created to provide oversight for the Community Action Program. In addition, this position will provide supervision for the two HAMC Resource Center Coordinators and will provide oversight for the Strategic Planning.

Ms. Mendez stated that a copy of the updated organization chart will be shared once the document is Approved by Human Resources.

- **Funding Formula**

Ms. Mendez stated she has been participating in the statewide funding formula. Ms. Mendez shared they have been discussing the funding formula for 2 years, and have been held harmless in previous years due to the recession. They plan on having a final funding formula by the end of February. Ms. Mendez shared they identified funding formula factors with help from a consultant hired by ADES. The consultant has developed several different scenarios based on the identified funding formula factors. Ms. Mendez stated that Maricopa County does not lose any funding based on the scenarios; and that they may maintain level funding or possibly may receive increases based on the factors.

Ms. Mendez stated that the final outcome may be made by ADES based on two funding formulas determined by urban and rural areas. If ADES is not able to make a final determination, they may need to have a state public hearing that will require public testimony. Ms. Mendez stated she may ask community partners and Commission members to provide testimony regarding services and impacts in service areas based on population demographics.

## 5. **Community Needs Assessment Update**

Ms. Mendez introduced Mr. Steven Wind and Ms. Michele Schmidt from LeCroy & Milligan Associates, Inc. Ms. Mendez stated they revamped the needs assessment report based on the concerns raised by Commission members and subcontractors. LeCroy & Milligan Associates, Inc. worked on making the changes to the needs assessment report with the help of a Commission subcommittee. Mr. Wind explained that they received a new set of data from a data supply expert. The introduction section was updated in order to make the report more uniform. Also, other changes include the removal of crime data and the editing of verbiage throughout various sections.

Ms. Schmidt explained that data sources were included for all tables and efforts were made to make the report is more presentable. As a result, the CAP Directors will be able to better provide their expertise to compliment what is in the report.

Ms. Mendez listed all the goals that were expected from the report and how each goal was met. Goal one was to validate the data. Goal two was for the data to be useful for Community Needs and used in a valid way. Goal three was to revise the language to reflect what was discussed during the focus group

meetings. Goal four was to ensure that the report was formatted appropriately and that it was something the County could stand behind. The final goal was to demonstrate the limitations of the report, without implying to be a “catch all – tell all” report. Ms. Mendez believes all goals were met.

Ms. Mendez reviewed the process for ratifying the report with the Commission. Once the Commission ratifies the report, the ratification will indicate that the document is finalized and it meets the requirements of the law. More importantly the report will be the basis and the platform for the strategic planning process to work with each CAP agency and will determine the work for the next five years.

## 6. **Strategic Planning Overview**

Mr. Wind developed materials and a design plan for early February, to have a meeting with the CAP Directors to explain the process and show forms. Mr. Wind outlined his expectation for the meeting which includes a thorough explanation of the forms, a gathering of contact information for the strategic planning participants and the possibility of hosting a strategic planning meeting with the CAP Directors, online. Mr. Wind would like to do a session with each CAP Director separately and anticipates a 2-3 hour process to review the ROMA framework so everyone is on same page. Based on their expertise, CAP Directors should be able to note what is not in the report that needs to be added. Mr. Wind concluded that the information from the strategic planning meetings will be sent to the Commission to decide what additional programs need to be prioritized.

Ms. Mendez stated that this platform provide each individual agency an opportunity to consider both operational and strategic initiatives. For the purposes of the 5-year strategic plan, it would be ideal for each agency to identify, based on the gaps that are identified in the needs assessment, what the top 3 initiatives would be if they had the funding. Ms. Mendez informed that CSD would be able to fund 3 initiatives. The Commission would decide the areas to prioritize.

## 7. **Action Items**

- Approval of Meeting Minutes for October 25<sup>th</sup>, 2016  
The minutes were subject to a correction on the date. The correct date for the meeting minutes is October 24<sup>th</sup>. The motion to approve the minutes was made by Councilman Bryan Kilgore. Ms. Bonnie Temme seconded the motion. The motion carried unanimously.
- Formally Accept the Maricopa Community Action Agency Community Needs Assessment Report  
The motion to formally accept the Maricopa Community Action Agency Community Needs Assessment Report was made by Ms. Temme. Ms. Pam DiPietro seconded the motion. The motion carried unanimously.
- Formally Accept the Resignation of Councilman Bryan Kilgore  
The motion to formally accept the resignation of Council Bryan Kilgore was made by Ms. DiPietro. Ms. Temme second the motion. The motion carried unanimously.
- Formally Accept the Councilwoman Veronica Malone as the Representative for the City of Avondale  
The motion to formally accept Councilwoman Veronica Malone as the representative for the City of Avondale was made by Ms. Temme. Ms. DiPietro second the motion. The motion carried unanimously.

## 8. **Call to Public**

Chair Amy Schwabenlender asked guests to introduce themselves and their interests in attending the Commission meeting.

## 9. **Adjournment**

Chair Amy Schwabenlender adjourned the meeting at 7:37 p.m.

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

Monday, April 24, 2017 at 6:00 pm to be held at

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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.*