

Maricopa County Community Services Commission

Monday, January 27, 2020 6:00 PM

234 N. Central Avenue, 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
Councilman John Carnero, Tolleson	Jayson Matthews Valley of the Sun United Way	Jessica Gonzalez Low-Income Representative
	Adonis Deniz Jr. Mercy Care	Pam DiPietro Low-Income Representative
	Lauriane Hanson Equality Health	
	Bonnie Temme Salt River Project	

**MEMBERS ABSENT**

Public Sector	Private Sector	Consumer Representative
Councilman Ricardo Vital, Guadalupe		
Councilman Roland Winters, Surprise		

**GUESTS AND STAFF PRESENT**

Guests	Staff
Gene Munoz-Villafane – City of Scottsdale	Sandra Mendez, Community Services Assistant Director
Bruce Liggett – Human Services Dept. Director	Norma Gallegos, CS Eviction Prevention Prog. Coordinator
Kevin McKee – City of Scottsdale	Laurie Ontiveros, Community Services Admin. Supervisor
Edith Baltierrez – City of Avondale	Nayeli Martinez, Community Services Commission Liaison
Edward Limon – Equality Health (Proxy)	Charlene Gardner, CS Management Assistant
Angela Gallagher – City of Scottsdale	Cece Gonzales, CS Special Projects Prog. Coordinator
	Cathy Chiang, Community Action Program Manager

1. **Call to Order**

Chairman, Jayson Matthews, called the meeting to order at 6:03 P.M.

2. **Roll Call**

Miss Nayeli Martinez did roll call. Seven (7) of the nine (9) seated Commission members were present. A quorum was established.

3. **Pledge of Allegiance**

The pledge was led by Chairman, Jayson Matthews.

4. **CAA Report**

**CAP Director Recognition**

Ms. Sandra Mendez proposed to present the Recognition of Gene Muñoz-Villafañe out of order. Chairman, Jayson Matthews allowed the change to move forward. The change was supported by all board members present.

Human Services Department Director, Bruce Liggett, presented a recognition plaque to Gene Muñoz-Villafañe, previous City of Scottsdale CAP Manager, in appreciation for his 23 years of dedicated service and commitment to Community Action Programs in Maricopa County. Ms. Sandra Mendez also expressed her gratitude to Gene for his engaged approach to improving community action programs in the City of Scottsdale.

**Staff Changes**

Ms. Sandra Mendez introduced two new staff members who joined the Community Services Division in January. Ms. Charlene Gardner is the new Management Assistant for the division and will be taking over

Ms. Nayeli Martinez's previous job duties. Ms. Cecelia Gonzales is the new Special Projects Program Coordinator and will be primarily working to enroll customers in the APS E-3 utility discount program.

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

Ms. Sandra Mendez provided an overview of current fund expenditures in the Dashboard Indicator Report as of January 1, 2020 with 50% time elapsed in the contract year. Ms. Mendez noted that Cave Creek and City of Peoria expenditures are low for this time of year and their program specialists will be reaching out to provide support that will accelerate spending patterns. Ms. Mendez added that MCHSD received a mid-year amendment from Wildfire with more APS funding in December 2019. All CAP agencies affected by the APS Moratorium are focusing on expending APS funds to ensure their communities receive the necessary funding during this contract year.

After reviewing the SFY20 program expenditures for the Eviction Prevention program, Ms. Jessica Gonzalez proposed using LIHEAP to capture households in which eviction was prevented. She noted LIHEAP funds, where utilities are included with rent, are also helping families remain in their homes as utility assistance is a main part of eviction prevention efforts. Ms. Mendez noted that HSD Online is able to capture these demographics and will take note to include the information when reporting program outcomes.

All board members received a hard copy and electronic copy of the Dashboard Indicator Report.

### **LIHEAP Action Day**

LIHEAP Action Days involve meeting with congressmen on Capitol Hill to discuss the need for LIHEAP funding. Ms. Mendez announced that MCHSD will be participating in NEUAC's LIHEAP Action Days, February 25 – 26, 2020.

### **On-Site Monitoring – New Procedure**

Ms. Cathy Chiang shared that CSD launched a new process for onsite monitoring effective January 1, 2020. CSD will be joined by the MCHSD finance team during these monitoring sessions. Ms. Chiang added that Tolleson CAP was the first CAP to be monitored with the new procedure. Ms. Laurie Ontiveros noted that Tolleson did have a couple of findings, however these findings were not major findings and can be corrected through training and technical assistance. Ms. Ontiveros stressed that small findings may be found as MCHSD transitions all CAP agencies to the new process.

City of Tolleson Councilman Carnero asked if the on-site monitoring findings are documented and discussed with the CAP agency. Ms. Chiang assured board members all on-site monitoring findings are documented and each session has a meeting to discuss findings and allows the agency the opportunity to correct minor issues.

Ms. Bonnie Temme was interested in the frequency that CAP agencies are monitored, and asked MCHSD to provide a schedule for review at the next Commission meeting.

### **Family Self Sufficiency (FSS) Program Update**

Ms. Cathy Chiang provided an update on the status of the FSS waitlist. She shared that 7 FSS clients graduated from the program in 2019, among them 3 graduates finished the program with a combined estimated escrow of \$32,000. As a result, the FSS waitlist was opened and 11 new participants are joining the program. These new participants will increase the overall FSS case load to 53 total participants.

Ms. Cathy Chiang will provide anecdotes from FSS graduates to share with commission board members at the next meeting.

### **CAP Directors Meeting – January 29, 2020**

Ms. Cathy Chiang announced that MCHSD is hosting a CAP Director Meeting on January 29, 2020. These meetings are held quarterly to provide needed updates to all CAP Agency Directors. Our partners with Equality Health, Ms. Lauriane Hanson, will be attending as a guest speaker to present on the social determinants of health and how it links to the Community Action Program mission.

### **ADOH Eviction Prevention Program – Upcoming Anniversary Pilot Year Review**

Ms. Norma Gallegos provided a brief summary on the history of the ADOH Eviction Prevention Program. She noted that MCHSD is one of six counties to receive funding, and the program is available in 12 zip-codes. Part of the program requires three-month case management services to help keep families in their homes. Additional assistance can be provided such as utility bill assistance as a “wrap-around” service.

City of Tolleson Councilman Carnero asked if there is any legislation that may help ease the workload involved in preventing evictions. Ms. Mendez noted that most of the evictions are legal and most landlords are within their right to evict tenants due to non-payment of rent. She added that a main problem fueling evictions is lack of affordable housing in Arizona. Ms. Jessica Gonzalez shared that City of Phoenix hired an affordable housing advocate to look at permits that prevent affordable housing.

Further discussion regarding homelessness, evictions and affordable housing is needed. Chairman Jayson Matthews proposed a special meeting to discuss data collecting opportunities and possible partnership opportunities with other organizations. This meeting would serve to gather needed data points or questions that can also be used to inform the upcoming Needs Assessment Request for Proposal (RFP).

### **Advisory Commission Vacancies**

Commission Liaison, Nayeli Martinez, shared that MCHSD is making efforts to recruit new members for the Southeast and West region Low-Income seats. CAP Agencies in these regions were contacted to request permission to post advertisements in their lobbies. MCHSD is also looking to work with their financial department to purchase advertisement space in local newspapers as well. Commissioners will be kept informed on the progress made for filling these vacancies.

### **Board Member Orientation – Selected Dates**

Ms. Martinez announced that Wildfire will be hosting a CAPLAW training for board members and directors. The training is taking place on Tuesday, February 11, 2020 from 10 AM to 3PM. All board members who have availability may attend, registration is free, and lunch will be provided. Ms. Martinez asked board members to e-mail her if they are interested and would like a calendar invitation as a reminder.

Ms. Martinez presented dates for an upcoming board member orientation and training. This training is designed to align with organizational standards required under the Community Services Block Grant (CSBG). Board members decided to schedule a one-day training rather than split the training over two days. The selected date is Saturday, March 28, 2020, Ms. Martinez will send out a meeting invitation to have board members save the date.

## **5. Action Items**

### **• Approval of Meeting Minutes for November 18, 2019**

The motion to approve the Meeting Minutes for November 18, 2019 was made by Mr. Adonis Deniz. Councilman John Carnero seconded the motion. The motion passed unanimously.

### **• Approval of Meeting Minutes for December 16, 2019**

The motion to approve the Meeting Minutes for December 16, 2019 was made by Ms. Lauriane Hanson. Ms. Jessica Gonzalez seconded the motion. The motion passed unanimously.

### **• Approval of Selected Date for Board Member Orientation**

The motion to approve the Board Member Orientation date of Saturday, March 28, 2020 was made by Councilman John Carnero. Ms. Bonnie Temme seconded the motion. The motion passed unanimously.

### **Call to Public/Commission Member Updates**

- Mr. Kevin McGee introduced himself as the new CAP Director for the City of Scottsdale. He shared that he essentially switched roles with Mr. Gene Muñoz-Villafañe, who is now head of the Senior Services program for City of Scottsdale.

- Ms. Edith Baltierrez introduced herself as the new Assistant Director for the Community Action Program, Resource Center and Senior Services for City of Avondale. She shared that she's been in the position for four months as was previously with City of Surprise.
- Ms. Angela Gallagher introduced herself as the CAP Services Manager for City of Scottsdale.
- Ms. Bonnie Temme shared that NEUAC is circulating a LIHEAP All-Parties letter to support efforts during LIHEAP Action Day. Ms. Temme stressed that other states have significantly more signatures than Arizona and added that though most governmental agencies are not able to sign the letter, an effort should be made to increase the awareness. Ms. Sandra Mendez offered to circulate the letter to the Commission.

6. **Adjournment**

Chairman, Jayson Matthews adjourned the meeting at 7:19 PM.

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

Monday, March 23, 2020 at 6:00 pm 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.*