

Maricopa County Community Services Commission
Monday, March 22, 2021 @ 6PM – Virtual Meeting via Teams
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
	Jayson Matthews Valley of the Sun United Way	Jessica Gonzalez Low-Income Representative
	Bonnie Temme Salt River Project	Pam DiPietro Low-Income Representative
	Adonis Deniz Jr. Mercy Care	
	Lauriane Hanson Equality Health	
MEMBERS ABSENT		
Public Sector	Private Sector	Consumer Representative
GUESTS AND STAFF PRESENT		
Guests	Staff	
Natalia R. Ceballos – Valley of the Sun United Way	Sandra Mendez, Community Services Assistant Director	
	Cathy Chiang, Community Action Program Manager	
	Norma Peterson, CS Community Action Program Manager	

1. Call to Order

Chairman, Jayson Matthews, called the meeting to order at 6:00 P.M.

2. Roll Call

Norma Peterson conducted roll call. Six (6) of the six (6) seated Commission members were present. A quorum was established.

3. Pledge of Allegiance

The pledge was led by Chairman, Jayson Matthews.

4. CAA Report

Dashboard Indicators (DI) Report

Norma Peterson provided an update on the current expenditures for the Utility and Rental assistance programs as of February 25, 2021 taken from the February 25th CAP Monthly Report which is on file as part of the board packet.

Ms. Peterson noted that 67% of time elapsed in the current contract year and all agencies are expending funds, especially the CARES Act funding. Ms. Peterson highlighted that the CARES Act funding for rental assistance was at 99.73% expended and CARES Act funding for utility assistance was at 99.72% expended as of February 25, 2021. In December 2021, Maricopa County Human Services Department (MCHSD) received additional CARES Act funding to complete applications that were pending assistance during the week the program fully depleted funding. As of February 25, 2021, the additional CARES Act Rental funds was at 99.35% expended and Utility funds was at 95.18% expended.

The APS County Contract funding showed expenditures at 21.73%. However, this contract was not finalized until January 2021 which is why the percentage is low. MCHSD showed low expenditures in CSBG, CSBG COVID-19, and STCS TANF due to receiving these funds in a mid-year amendment which started in January 2021.

Maricopa County's Emergency Rental Assistance Program (ERAP)

Sandra reported that under the American Rescue Plan as a whole, Maricopa County Human Services Department (MCHSD) is anticipating expenditures to be over \$175 million dollars.

Under the second round of the stimulus package, MCHSD received approximately \$52 million. Before launching this program, Maricopa County worked diligently with other cities (Mesa, Phoenix, Glendale, Chandler/Gilbert) to ensure program alignment. Sandra also indicated that MCHSD worked with the major utility companies (APS, SRP) to ensure they had the ability to provide utility information needed for utility services.

Ms. Mendez provided a brief summary of the Program that was launched on March 19, 2021. This program policy and requirements were different than the last stimulus package. Households must be impacted by COVID-19 and meet 80% of the Area Median Income (AMI) guidelines. Households who are at or below 50% of the AMI, or a household that has a member who has been unemployed for more than three months are given priority. The program assists with rent which also includes assistance with water, sewer, and trash services. Eligible households may receive up to 15 months of assistance with rent and each utility bill.

HSD Dynamics

Sandra reported that for the last six months, a new database (HSD Dynamics) was being developed to replace HSD On-Line, a database system that our department has used for the last 25 years. HSD Dynamics has a Client Portal that allows households to apply anytime (24/7) from home. Community Services is the first division in the department to test/use the new HSD Dynamics, along with the CAP Offices. As of March 19th, the Client Portal was launched and now residents can apply on-line for services. The new system directs applications to the appropriate CAP Office. As expected with new systems, comes challenges and bugs that need to be worked through.

Staff Vacancies/New Staff

Sandra conveyed that staff has been working on recruitment for vacancies in our division. Staff is in the process of conducting interviews to replace Nayeli Martinez. We have added new staff to our Team: Janica Murphy, our new Management Analyst, Mayra Ornelas our new Program Coordinator, and Amanda Plummer our new Contract Specialist. We had existing staff move into different roles in our division: Leilani Tetteh has moved into the Program Coordinator position and Heidi Hopkins has been providing technical support to staff/CAP Offices on HSD Dynamics. Sandra indicated that we are working on a permanent HSD Dynamics Trainer position for our division.

5. Membership Nomination Subcommittee Report

Vice-Chair Jessica Gonzalez reported on behalf of the subcommittee. The committee met on March 4th to review recruitment strategy for filling Public Sector vacancies. There are four vacancies in the Public Sector in the following areas: Southwest, West, North, and Southeast regions. A list of potential candidates, recommended by the subcommittee, will be created. This list will be forwarded for review by the Director of Community Services. The next step will be to reach out to the potential candidates identified who would be a good fit for the Commission. As the process continues, the Commission will be updated.

6. Community Needs Assessment (CNA) Update

Jayson Matthews with Valley of the Sun United Way reported the focus groups were all completed. The team is currently working on the client census data and community profiles. Jayson's plan is to share a draft version of the report with staff and the Commission to review during the week of April 12th. A special meeting would be set up on April 19th for initial thoughts, feedback, and suggestions. After discussion, the board agreed to meet on April 19, 2021.

7. Action Items

Approval of Meeting Minutes for January 25, 2021

Motion to approve the Meeting Minutes for March 22, 2021 was made by Adonis Deniz, seconded by Jessica Gonzalez. The motion was passed unanimously.

Approval of Intent to Continue Service for Jayson Matthews (Term expires April 21, 2021)

Motion to approve Jayson Matthew's Letter of Intent as a representative of the Private Sector was made by Bonnie Temme. Pam DiPietro seconded the motion. The motion passed 5-0 — Jayson Matthews abstained from voting.

8. Call to Public

Commissioner Member Updates

There were no updates.

9. Chairman, Jayson Matthews adjourned the meeting at 6:52 PM.

**Next regular Meeting of the Maricopa County Community Services Commission
Monday, May 24, 2021. Location is yet to be decided depending on ongoing COVID-19 situation.**