Gila County Community Action Program Advisory Board
Meeting Minutes
March 20, 2019

I. Call to Order/Welcome

The Gila County Community Action Program (CAP) Advisory Board (herein referred to as “Board”) met in session at 10:00 a.m. at Hayden Senior Citizen Center, 520 Velasco Avenue, Hayden, AZ 85135. Secretary, Anita Hinojos, called the meeting to order at 10:59 a.m.

II. Roll Call and Introductions

Present: Anita, Hinojos, Vicky Quesada, Margret Celix, Audrey Opitz and Nolberto (Chuco) Waddell

Excused Absent: Cody Newman (Chairman)

Absent: Mario Villegas, Michael Black (Vice-President)

Via teleconference: Charles Proudfoot

Guests/Staff: Dorine Prine, Elsa Bobier and Lisa Wilckens

III. Information/Discussion/Action to approve the CAP Advisory Board’s November 15, 2018 meeting minutes.

Upon motion by Mr. Proudfoot, seconded by Ms. Quesada, the Board unanimously approved the November 15, 2018 meeting minutes.

IV. Information/Discussion/Action to approve the 2nd quarter financial report.

Ms. Wilckens (Gila County Fiscal Manager) discussed the 2nd quarter financial report. She informed the Board of several errors and will update the form for accuracy. Ms. Prine stated there were several blank calculations on the financial report. Since the 2nd quarter financial report is incomplete, it cannot be approved by the Board at this meeting. It will be corrected and brought to the May 15, 2019 meeting for approval.

Ms. Wilckens discussed the updated financials as of today. Southwest Gas (SWG) funds, Home Energy Assistance Fund (HEAF), and Tribal HEAF have all spent 100% of those funds. Arizona
Public Service (APS) funds have spent 90% and have $3,835.01 available for the rest of the fiscal year. Low Income Home Energy Assistance Program (LIHEAP) have spent 68% and have $58,446.98 available for the rest of fiscal year. We have extra funds available because we received an increase from the State on January 1, 2019 for approximately $25,000.00. Neighbors Helping Neighbors (NHN) have spent 100% of those funds. Temporary Assistance for Needy Families (TANF) has available $7,392.10. TANF is usually used for rental assistance with families that have dependent children under the age of 18 years. Community Services Block Grant (CSBG) has an available amount of $1,883.45. Gila County Other funds have spent 24.04%. This fund will roll over to next fiscal year so it’s not necessary to spend the full amount. Ms. Wilckens informed the Board that we are using a newly created database. They are able to obtain current financial information immediately. The ability to instantly know the availability of funds is vital, especially when a client comes in with an emergency.

V. Reports/Updates

A. Chair’s Report

Mr. Newman (Chairman) was not present. There was nothing to report.

B. Director’s Report

Ms. Buzan was not present. There was nothing to report.

C. Coordinator’s Report (Dorine Prine)

1. Customer Satisfaction Data Report (handout)

Ms. Prine briefly discussed the customer satisfaction data report. Ms. Prine stated that this report is for all services available from the Community Services office, such as Housing, DES Employment Services, and the One-Stop Resource Room. For the time frame when these surveys were collected, all 63 surveys came from the CAP department. The question: “Were you previously aware of the services available through the Division of Community Services”, 38% answered no. We would like that number to be reduced because we want the community to be aware of all the services we have to offer. Another important question is “Would you recommend this service to a friend” where 100% of the people answered yes.

2. CAP Success Story (handout)

Ms. Prine read aloud the CAP success story from Allison Torres (case manager), Globe area. The client is a person with disabilities who was previously homeless. They had been receiving ongoing case management through Community Services Staff, who referred them to the Community Action Program (CAP). CAP was able to assist with transportation to get around town to appointments and get their things in order. The client was able to get an identification card, Social Security card ordered, and obtain their Social Security benefit award letter. These were all items that they would need for eligibility to receive CAP assistance. They even found an affordable apartment, and paid move-in costs. Community Services helped to get a few items together for their new home. It was a start in a new direction. When they received their Southwest Gas bill they realized they owed a large deposit. After already spending most of their money on their move-in, they did not have funds to pay the deposit. CAP was able to pay the gas deposit along with the rest of their gas bill and also pay their electric bill. CAP was also able to enroll them in the income-based discounts through the utility companies, that they were not aware of. When there is teamwork between the various Community Services Departments, case managers and the
client, there can be more accomplished for the client. In this case, the client had the motivation and desire to end their homelessness. Community Services staff was there to support them along the way.

3. Community Needs Assessment progress
Ms. Prine informed the Board that the Community Needs Assessment is still pending completion. This project is extremely big. The surveys were completed successfully. We need to compile the data from the surveys, write up narratives and put a report together that is in compliance with the Organizational Standards. At this time, the Community Services is understaffed to assign this to another worker. The Organizational Standards have been submitted and everything has been accepted except for the completion of the Community Needs Assessment. Ms. Prine will be working on the Community Needs Assessment project at the beginning of May.

4. Volunteer Income Tax Assistance (VITA)
Ms. Prine discussed the VITA report as of March 15, 2019. A total of 474 tax returns have been completed with $801,394 in refunds. The refund money goes back into our communities when people pay for rent, utilities, car repairs or buying items for their homes. We need more volunteers in order to increase our VITA numbers. Malissa Buzan is working on grants to pay volunteers incentives. We are unable to pay volunteers an hourly wage, but we can pay them mileage. We will increase our efforts to bring in more volunteers. At this time, the Payson CAP office doesn’t have the space for additional volunteers.

VI. Call to the Public: No one from the public was present.

VII. At any time during this meeting pursuant to A.R.S. s38-431.02(K), members of the CAP Advisory Board, the Director and the Coordinator may present a brief summary of current events. No action may be taken on information presented.

Ms. Celiz stated that the March of Dimes Walk was changed from Wednesday, March 20, 2019 to Thursday, March 21, 2019 and it will be held at the Miami Football field starting at 10:30 a.m. If you are unable to attend, but wish to make a donation, please contact Ms. Celiz. Last year they raised $1382.00 for March of Dimes.

X. Adjournment
The meeting was adjourned at 12:10 p.m.