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# TUCSON PIMA COLLABORATION TO END HOMELESSNESS

## General Council

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### November 10, 2011 Minutes

Chair: Steven Nelson

<b>Next Meeting:</b> December 8, 2011, 3:00-4:30 p.m., Rillito-Sabino Rm. Sentinel Bldg., 320 N. Commerce Park Loop
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#### TOPICS DISCUSSED

1. **Minutes.** Brother David Buer moved and Mary Pat Sullivan seconded that the minutes of the previous meeting be approved with correction of a few typographical errors. **Motion passed.**
2. **Presentations.**
  - **Chairperson's report.** Steve Nelson reported.
    - \* **Exhibit 1 submitted.** The HUD CoC application was submitted four days prior to the submission deadline. The total amount applied for was \$7.832 million.
    - \* **Nominating Workgroup new member.** Steve noted that the March 2011 nominating workgroup was composed of Nick Jones, Don Blascak and Susanna Rodriguez. Susanna was subsequently elected to the Executive Committee and cannot, according to the TPCCH Operating Policies, serve on the workgroup to nominate a replacement for Vice Chair Lisa Griffin, who stepped down. A new member is needed. Jodie Barnes agreed to serve on the re-formed Nominating Workgroup. Steve asked that the group not only nominate a new vice chair, but also replacements for members Stan Hamnett and Martin Twohill who have also withdrawn. Three new members would return the Executive Committee to full strength. Participants agree by voice poll to ask that workgroup to replace all three
      - Mary Pat Sullivan moved that the new nominees complete the term of service of those who left the Executive Committee. Kevin Jackson seconded. **Motion passed with CPSA abstaining.**
    - \* **Operating Policies Workgroup formation.** Barbara Montrose volunteered to serve with a workgroup to do the annual review of the TPCCH Operating Policies. Mary Pat, Cindy Diaz and Kathleen Joy also volunteered. Barbara said that she would like to invite Beth Carey of SAAF as well and that the workgroup members would welcome additional volunteers.
    - \* **General Council meeting location.** Steve noted that the City of Tucson has already booked the room in which General Council usually meets for every second Thursday of the months of January-May of 2012. Susanna was able to reserve this room for the July-December meetings. Melissa Fellure has reserved the CPSA Training Center's Desert Willow Meeting Room for March, April and June. Another location is needed for January and February. Suggestions were to check the American Red Cross and Pima County's new housing building.
      - **Next step.** Pam Moseley will seek reservations at the county housing building.
  - **Motion to re-name Executive Directors Workgroup.** On behalf of that workgroup, Barbara Montrose brought forth the motion "That the existing Executive Directors Workgroup be renamed 'HEARTH Act Workgroup' to better reflect the work that the group does." Linda Kot seconded. **Motion passed unanimously.**
  - **Project Action for Veterans.** Tammie Brown, manager of Project Action for Veterans at the Primavera Foundation, presented. In contrast to the Homeless Prevention and Rapid Rehousing Program (HPRP) that inspired it, Project Action for Veterans includes wrap-around case management and referrals for military veterans and those that they identify as their families. Like the HPRP effort, it includes immediate financial assistance as well. They will operate similarly to HPRP, with a centralized intake; take a comprehensive approach to services; and provide limited, short-term financial assistance. Collaborators are Primavera, Old Pueblo Community Services, and Esperanza en Escalante. The collaborators are working with the VA to identify the best ways for all collaborators to work together. They expect to serve 120 families yearly. Priority of service will go to veterans with VASH vouchers.

**Presentations/ Project Action for Veterans cont'd/**

Eligible veterans can have any type of discharge other than “dishonorable” and must be at 50% or below of median area income. Regulations do not allow them to use grant funds to assist veterans to have their discharge status change, but they are allowed to refer and advocate for those who are eligible for a discharge status change. The program will have a soft roll out this week to iron out any unevenness in the new collaboration and will increase activity in December.

Project Action for Veterans is designed to be short-term. Every participating family will be re-assessed at 90 days. The program will likely be unable to provide financial assistance after 90 days, but can continue to provide case management and referrals. Contact Project Action for Veterans through Christian Vasquez, phone (520) 262-4604, or at 3502 S. 6<sup>th</sup> Ave, Suite 140, Tucson, directly across from the Southern Arizona VA complex. Walk-in times for potential clients will be established soon.

- **Caridad Community Kitchen.** Caridad manager Debbie Purdom presented. The kitchen was formerly Caridad-de Porres and was acquired by the Southern Arizona Community Food Bank in January 2011. The program, now called Caridad Community Kitchen, continues to provide meals and will expand to offer a culinary and life skills program with job placement assistance. This will be “second chance”, 10-week program for low-income adults, operating Monday-Friday, 10:00 a.m.-3:00 p.m. They are currently remodeling their facilities to better accommodate the new program. They plan to open the program in the first quarter of 2012. The classes will be every 10 weeks with, at first, five to 10 students and, later, 10 to 15 students in each session. Eligible individuals are at least 18-years-old, have basic math and reading, have been drug/substance free for the past three months, have an interest in culinary work and commit to the program. Caridad will do a screening for interest and support in order to help ensure the success of those admitted to the program. At the end of the course, trainees will receive a knife set, work pants, shoes, t-shirts, a resume and a master application. She will gladly speak at any organizations or groups of case managers as invited. They are currently working with a number of local restaurants in the hope of placing graduates at the end of their training. The program is funded by existing grants and private donations. There is not currently an associated internship but they hope to establish one in the future.
- **TPCH Quarterly Financial Report.** Melissa Fellure presented the quarterly financial report (attached). She noted that the \$0 balance on a number of grant fund accounts is due to the fact that these are cost reimbursement contracts that pay expenses as they are billed, causing the balance to always remain \$0. She noted that one-half of the FEMA funds for the year have been received, and that 100% of those funds must be expended by November 30<sup>th</sup>. The year’s budget anticipated \$22,000 in FEMA funding. FEMA actually awarded \$25,250, all of which must be spent by November 30<sup>th</sup>.

Melissa noted that the year’s budget anticipated Arizona Department of Economic Security (DES) funding of \$75,853. Those funds have not yet been received. She added that the TPCH General Treasury has been a little more active than usual. The Annual Conference net shown, \$10,200, will be greater because the report is based on the bank statement for September. A number of checks in conjunction with the conference did not arrive until October.

**3. Committee reports.**

- **Continuum of Services.** Mary Pat reported. Per Steve’s report, this year’s Exhibit 1 has been submitted. The committee has agreed to begin the strategic planning process with two-hour meetings on November 30<sup>th</sup> and December 14<sup>th</sup>. The committee asks all interested individuals to join them for these meetings.
- **2012 Street Count Workgroup.** Laurie Mazerbo reported. The workgroup has begun planning and will continue next Monday. The workgroup feels strongly that – in order to obtain meaningful, fully representative results – the workgroup will ask the General Council for funds to provide incentives to interviewees as well as identification and appreciation to volunteers. The VA, represented by Mark Jensen, is cooperating enthusiastically, and plans to enlist their volunteers as soon as the date is firmly set. The workgroup thinks that they will have a slightly longer questionnaire this year in order to gather additional information important to the entire community.

**Committee reports cont'd.**

- **HMIS.** Pam reported. The Arizona Department of Economic Security has asked that the 2012 sheltered homeless point-in-time (PIT) count be done by pulling information from HMIS, and the committee is discussing how to provide information on seasonal shelters that do not use HMIS as it has done for the past two years. Administrator Don Logue has run the most recent data quality report and was very impressed with the number of “A” grades earned and programs with 100% data accuracy. They especially mentioned SAAF’s accuracy and Gospel Rescue Mission and The Salvation Army as doing outstanding work. Don is currently working on a preliminary AHAR submission for November 15<sup>th</sup>.
- **Tucson Homeless Connect.** Don Blascak reported. The committee has established the beginnings of a good database using the registration information from the 2011 Tucson Homeless Connect events. The committee noted that there is a great deal of data collected outside of the HMIS system that is not blended with HMIS data – for example data from Tucson Homeless Connect, 51 Homes, Veterans Stand Down, and the Annual Street Count – and that finding a way to integrate all these sources could help the community develop a better understanding of how to best empower homeless people.
- **Emergency Services.** Sylvia Cuestas reported. Operation Deep Freeze starts November 15<sup>th</sup>. The Project Hospitality orientations drew a large number of case managers. Pledges to date for the congregational shelter programs are 1,841 bed nights for Project Hospitality, and 1,343 bed nights for One Step Beyond, for a total of 3,184 bed nights. Two new congregations are considering joining these efforts. With late contributions, more than 328 cases of water were distributed as a result of Project Summer Sun. More than 5,000 FEMA blankets have been distributed to date, and distribution continues tomorrow. An additional 10,000 FEMA blankets are being ordered.
- **Homeless Youth.** Kevin Jackson reported. There were 19 people representing 15 organizations at the most recent meeting. Participants welcomed representative of Arizona’s Child Protective Services, who provided in-depth information on after-care services, and of TUSD, who spoke with the group about educational barriers. Last Saturday’s *Home Is Where The Art Is* event drew 85-90 youth and was a “rousing success”.
- **Membership.** Mary Pat reported. The committee has set a goal of increasing voting membership 10% within this year. This has already been achieved, and the committee hopes to continue that momentum. Because of a heavy schedule of work and TPCH involvement, committee member Pam Moseley must resign and a volunteer from general membership is requested.
- **Discharge Planning.** The next meeting, Thursday, November 17<sup>th</sup>, 3:00-4:30 p.m., at the Primavera Foundation was announced.
- **Social Media.** Don Blascak noted that he and Jerry Brillo are working with Stan to integrate Operation Deep Freeze into TPCH’s use of Facebook and Twitter.
- **Conference.** Olivia Gutzman reported. The committee is on hiatus this month and will begin work on the 2012 Annual Conference in December.
- **HEARTH Workgroup.** Barbara Montrose reported that the next meeting is Tuesday, November 15<sup>th</sup>, 11:00 a.m.-12:30 p.m. at 535 N. Wilmot. At that time the committee will select a new date and time for its meetings. They hope to look at the five areas within the HEARTH Act in which TPCH – and every continuum – will be measured as a community and to coordinate this process with the strategic plan. The committee welcomes new members.

**4. Old Business.****5. New Business.**

- **CPSA to move.** CPSA’s last day at the 535 N. Wilmot location will be the day before Thanksgiving. Afterward, all personnel with offices there will be transferred either to the office on Broadway or the office on Dodge.
- **Seasonal women’s shelter.** Brother David said that the women’s season shelter will open the day after Thanksgiving. There will be a new location for the seasonal, continuous men’s shelter for about nine weeks, opening later.
- **Holiday meal schedule.** Participants were asked to send information on holiday meals to the TPCH administrative coordinator for compilation and publication.

**6. Next meeting.** Thursday, December 8<sup>th</sup>, 3:00-4:30 p.m., Rillito-Sabino Room, City of Tucson Sentinel Building (Emily Nottingham Conference Center), 320 N. Commerce Park Loop.

### Attendance

Name		Organization	Email
Jodie Earll	Barnes	City of Tucson	jodie.barnes@tucsonaz.gov
Don	Blascak	Community advocate	dblascak@comcast.net
Jerry	Brillo	Community advocate	jbsaret@aol.com
Toni Sue	Brooks	Grace St. Paul's Episcopal Church	
Tammie	Brown	Primavera Foundation	tbrown@primavera.org
David	Buer, ofm	Franciscans	buerofm@gmail.com
Patti	Caldwell	New Beginnings for Women & Children	pcaldewll@nbwctucson.org
Sylvia	Cuestas	Living Faith Christian Center	Sylvia.cuestas@pima.gov
Cindy	Diaz	COPE	cdiaz@copecommunityservies.org
Melissa	Fellure	CPSA	melissa.fellure@cpsa-rbha.org
Vincent	Fricano	SAVAHCS	vincent.fricano@va.gov
Anna	Garcia	Arizona Housing & Prevention Services	hotteller03@yahoo.com
Liza	Grant	Compass Affordable Housing	liza@compassaffordablehousing.org
Olivia	Gutzman	CPSA	olivia.gutzman@cpsa-rbha.org
Olivia	Gutzman	CPSA	olivia.gutzman@cpsa-rbha.org
Yoli	Hasler	Salvation Army	yoli.hasler@usw.salvationarmy.org
Wendy	Heiden	La Frontera	wheiden@lafrontera.org
Kevin	Jackson	Wingspan	kjackson@wingspan.org
Susan	Johnson	CODAC	sjohnson@codac.org
Kathleen	Joy	American Red Cross/AmeriCorps	kjoy@redcrossarizona.org
Mary Beth	Landis-Jantzen	SAAF	mjantzen@saaf.org
Chris	Mautner	Pima County/Juvenile Public Defender	Chris.mautner@pima.gov
Laurie	Mazerbo	Our Family Services	lmazerbo@ourfamilyservices.org
Nancy	Meister	Grace St. Paul's Episcopal Church	nancymeister@comcast.net
Juanita	Molina	TMM Family Journey	jmolina@tmmfs.org
Barbara	Montrose	CPSA	barbara.montrose@@cpsa-rbha.org
Alonzo	Morado	Pima Neighborhood Investment Partnership	alonza.morado@pima.gov
Pam	Moseley	Pima County CDNC	pamela.moseley@pima.gov
Steve	Nelson	Sullivan Jackson Employment Center	steve.nelson@pima.gov
Joe	Ochoa	Compass Behavioral Health	jochoa@compasshc.org
John	Orr	Open Inn	jorr@openinn.org
Lucia	Ortiz	Tucson Preparatory School	lcortiz@yahoo.com
Tara	Radke	El Rio CHC	tarar@elrio.org
Clarence	Scotton	Cars4Vets, Inc.	cars4vets@ymail.com
Carl Wayne	Steele	Community member	csteele@codac.org
Mary Pat	Sullivan	Community advocate	mpsullivan110@yahoo.com
Sarah	Taouil	CODAC	staouil@codac.org
Brad	Thayer	Primavera Foundation	bthayer@primavera.org
Michelle	Urban	Emerge	michelleu@emergecenter.org

## SUMMARY

Reporting Period: July 1, 2011 - September 30, 2011

### Grant Funded Income

Cost Center	Source	Project Name	Budgeted for the Year	Actual Qtr 1 Spending	Actual Qtr 1 Funds Received	Total Available
16822	City of Tucson	Homeless Planning & Coordination Services	\$25,000.00	-\$3,916.66	\$3,916.66	\$0.00
16821	City of Tucson	Emergency Assistance & Shelter	\$24,900.00	-\$1,874.19	\$1,874.19	\$0.00
10000	DES	Shelter	\$75,853.47	\$0.00	\$0.00	\$0.00
20000	FEMA	Shelter	\$22,000.00	\$0.00	\$0.00	\$0.00
<b>TOTAL AVAILABLE</b>						\$0.00

### General Treasury Income

Cost Center	Source	Project Name	Budgeted for the Year	Actual Qtr 1 Spending	Actual Qtr 1 Funds Received	Total Available
30000	TPCH	General Treasury	\$24,500.00	-\$6,750.39	\$22,811.31	\$16,060.92
<b>TOTAL FY BUDGET</b>			\$172,253.47		<b>TOTAL AVAILABLE</b>	\$16,060.92

<b>City of Tucson Contract Number</b>	16822-1
<b>Project Name</b>	Homeless Planning & Coordination Services July 1, 2011 - September 30,
<b>Reporting Period</b>	2011

**Budgeted Allocation for the Year**

Administrative Support	\$21,900.00
Printing/PR/Events/Supplies	\$1,100.00
Indirect/admin @ 8% (Fiscal Agent Svs)	\$2,000.00
<b>Total Award</b>	<b>\$25,000.00</b>

**Quarter 1 Spending**

Administrative Support	-\$3,650.00	
Settle Madden services for July & Aug @ \$18.25/hour @ 100 hours/month		
Printing/PR/Events/Supplies	\$0.00	
Indirect/admin @ 8%	-\$266.66	Error - should have billed \$292
Fiscal Agent Services for July & Aug		
<b>Total Spending</b>	<b>-\$3,916.66</b>	

**Balance** **\$21,083.34**

<b>City of Tucson Contract Number</b>	16821-1
<b>Project Name</b>	Emergency Assistance & Shelter
<b>Reporting Period</b>	July 1, 2011 - September 30, 2011

<b>Budgeted Allocation for the Year</b>	
Seasonal Emergency Services	\$22,908.00
Indirect/admin @ 8% (Fiscal Agent Svs)	\$1,992.00
<b>Total Award</b>	<b>\$24,900.00</b>

<b>Quarter 1 Spending</b>	
Seasonal Emergency Services	-\$1,200.00
Program Coordinator Don Blascak services for July & Aug @ \$600/month	
Mileage Reimbursement	-\$259.19
Program Coordinator Don Blascak mileage for July & Aug @ \$55.5/mile	
Indirect/admin @ 8%	-\$415.00
Fiscal Agent Services for July & Aug	
<b>Total Spending</b>	<b>-\$1,874.19</b>

Error - should have billed \$116.74

<b>Balance</b>	<b>\$23,025.81</b>
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<b>DES Funding for Shelter</b>	
<b>Cost Center</b>	10000
<b>Reporting Period</b>	July 1, 2011 - September 30, 2011

<b>Budgeted Allocation for the Year</b>	
Seasonal Emergency Services	\$69,785.47 For services through 6/30/12
Indirect/admin @ 8% (Fiscal Agent Svs)	\$6,068.00 For fiscal agent services through 6/30/12
<b>Total Budgeted</b>	<b>\$75,853.47</b>

<b>Quarter 1 Income</b>	
DES funding received	\$0.00
<b>Total Income</b>	<b>\$0.00</b>

<b>Quarter 1 Spending</b>	
Seasonal Emergency Services	\$0.00
Indirect/admin @ 8%	\$0.00
Fiscal Agent Services for July & Aug	
<b>Total Spending</b>	<b>\$0.00</b>

<b>FEMA Funding for Shelter</b>	
<b>Cost Center</b>	20000
<b>Reporting Period</b>	July 1, 2011 - September 30, 2011

<b>Budgeted Allocation for the Year</b>	
Seasonal Emergency Services	\$22,000.00 For services through 6/30/12
<b>Total Budgeted</b>	<b>\$22,000.00</b>

<b>Quarter 1 Income</b>	
FEMA funding received	\$0.00
<b>Total Income</b>	<b>\$0.00</b>

<b>Quarter 1 Spending</b>	
Seasonal Emergency Services	\$0.00
<b>Total Spending</b>	<b>\$0.00</b>

<b>TPCH General Treasury</b>	
<b>Cost Center</b>	30000
<b>Reporting Period</b>	July 1, 2011 - September 30, 2011

<b>Budgeted Allocation for the Year</b>	
TPCH Webmaster	\$2,400.00 For services through 6/30/12
Tucson Homeless Connect	\$12,000.00 For July 2011 & March 2012 events
Annual Conference	\$5,500.00 For Sept 2011 conference
Printing/PR/Events/Supplies	\$3,500.00 For items needed through 6/30/12
Social Media	\$1,100.00 For social media expenses through 6/30/12
<b>Total Budgeted</b>	<b>\$24,500.00</b>

<b>Quarter 1 Income</b>	
Balance from Previous Fiscal Year	\$8,893.31
Donations	\$3,718.00
\$3,070 from ICH Empty Bowls Event	
\$148 Undesignated	
\$500 for Tucson Homeless Connect	
Annual Conference	\$10,200.00
<b>Total Income</b>	<b>\$22,811.31</b>

<b>Quarter 1 Spending</b>	
TPCH Webmaster	-\$544.50 Accidental overpayment of \$144.50 to be corrected
Hamnett Consulting services for July & Aug @\$200/month	
Tucson Homeless Connect	-\$3,505.89
Expenses for July 2011 event	
Annual Conference	-\$2,500.00
First payment to Holiday Inn	
Printing/PR/Events/Supplies	-\$200.00
1 year AZCEH membership dues	
Social Media	\$0.00
<b>Total Spending</b>	<b>-\$6,750.39</b>

Current Available as of 9/30/11      \$16,060.92      Total Income minus Total Spending