

MINUTES

**CITY OF GLENDALE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
GLENDALE CITY HALL – ROOM B-3
5850 W. GLENDALE AVENUE**

**Thursday, May 15, 2014
6:30 p.m.**

MEMBERS PRESENT: Cherie Hudson, Chair
Pattie Johnston, Vice Chair
Matthew Versluis
Chuck Jared
Marcellous Sanders
Cathy Cheshier
Sue Pederson
John Torres
Ronald Jauregui
Dorlisa Dvorak

MEMBERS ABSENT: Shirley Wong

STAFF PRESENT: Rebecca Daniel, Community Action Program Administrator
Yvonne Arreola, Community Action Program, Management Aide

I. Call to Order

Chair Hudson called the meeting to order at 6:30 p.m. New Committee-member Dvorak of the Ocotillo District was welcomed and gave a brief background of herself.

II. Roll Call

Chair Hudson conducted roll call. Vice Chair Johnston took the Oath of Office.

III. Minutes

Committee-member Jared motioned to approve the April 17, 2014 meeting minutes as written. Committee-member Sanders made the second. The motion passed 9 – 0. [Committee-member Cheshier was not yet present.]

IV. Business from the Floor

None.

V. Community Action Program (CAP) Update

Ms. Daniel distributed a letter to the Committee-members from the City Council Government Services Committee stressing the importance of a quorum at meetings and the need for calling in an absence prior to a meeting. This letter was sent to all Glendale Boards/Commissions/Committees.

Ms. Daniel gave an update on the status of CAP programs for third quarter FY 2014-15. The following were public funds utilized during January through March 2014:

- Direct service funding balances are as follows:

○ Low Income Home Energy Assistance Program	\$ 85,547
○ Arizona Community Action Association	\$ 6,811
○ Temporary Assistance to Needy Families	\$ 4,900
○ Emergency Solutions Grant	\$ 22,187
○ Community Block Development Grant	\$ 26,804
- The CAP appointment line has been busy.
- 295 resident calls were accepted on the appointment hotline for January, February and March.
- 151 Households were pre-screened through Education Workshops for energy conservation.
- 70 Households were assisted by medical accommodation and/or by homebound visit.
- 2 Households were assisted with the State Telephone Assistance Program.
- \$143,249 Direct service funding was provided to Glendale residents for CAP services: utility, rent/mortgage programs. 257 Households were assisted.

Ms. Daniel reported the following on the CAP agency collaborations:

- Human Services West Valley Alliance: CAP works with this agency in order to assist clients with needs when CAP is unable to.
- First United Methodist Church: The Church coordinates a homeless coalition for Glendale residents. The homeless population in Glendale has risen over the past three years. Approximately 17 churches are in the coalition.
- First Things First: A public Education Workshop for Glendale residents was held on February 3, 2014 in the Council Chambers regarding the program. This is a program for youth services which helps prepare single moms for parenting challenges and is similar to the Head Start Program.
- Maternity Outreach Mobile (MOM): This is a pilot program for agency coordination and outreach for a prenatal care program at First Baptist Church.
- 6th Annual Serve Day at Landmark School/Spring Fest: This coordination was with New Life Community Church, Glendale Elementary School District and local faith-based organizations to provide outreach for CAP services. There were over 400 participants.

The Committee-members thanked Ms. Daniel for an excellent job.

VI. Annual CAP Work Plan for FY 2014-15

Ms. Daniel gave a presentation on the CAP Annual Work Plan for FY 2014-15, which included the following information:

Statement of SCBG Assurances

- As part of the annual Community Action Plan required by Section 676 of the Community Services Block Grant Act, as amended, (42 U.S. C. 9901 et seq.), the chief executive of this Community Action Agency hereby agrees to the Assurances that follow:
- Support activities that are designed to assist low-income families and individuals, including homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families; [‘676(b)(1)]

CAP’s Main Focus

- CAP’s primary functions are in four distinct program areas:
- Community Services
- Emergency Services
- Housing Programs
- Case Management services that target low-income individuals and families within Glendale city limits.

Service Delivery System

- Intake availability Monday through Thursday. Utility, Rent, and Mortgage programs are accessed by an Education Workshop held every other Monday, depending on funding
- Homebound/medical accommodations are served on Fridays, depending on case
- Homeless clients are served Monday – Thursday based on staff availability
- Non-Crisis services are scheduled by telephone depending on staff availability

To Secure and Retain Meaningful Employment

- Glendale CAP educates clients about the importance of continuing training and education related to their potential success on the job or in seeking employment
- Employment related and skill development:
- Maricopa Workforce West Valley Center
- Maricopa Skill Center; DES Job Service
- Jobing.com; City of Glendale Human Resources, and the Goodwill Career Center and the Southwest Skill Center

To Attain Adequate Education to Improve Literacy Skills of the Low Income Families in Communities Involved

- CAP provides information about transportation alternatives to help clients get to and from locations that provide literacy programs:
- Glendale Community College

- Maricopa Workforce, Maricopa Skill Center
- Glendale Education Center

To Make Better Use of Available Income

- CAP refers clients to a variety of sources that can assist them with financial management strategies:
- Consumer Credit Counseling,
- Fresh Start-Women's Center
- Maximus Credit Counseling workshops
- Other basic budget workshops that become available throughout the year

To Obtain and Maintain Adequate Housing and a Suitable Living Environment

- CAP routinely offers referrals to other community-based programs that provide services such as:
- Weatherization; the replacement of inefficient and/or broken utility appliances such as air conditioners, swamp coolers
- Emergency Home Repair Program
- Emergency Shelters; Public Housing; and the Section 8 Rental Assistance Programs

To Obtain Emergency Assistance Through Loans, Grants, to Meet Immediate and Urgent Individual and Family Needs

- CAP has provided emergency assistance to qualified persons for the past 32 years. Emergency/crisis assistance:
- Utility payment assistance
- Utility deposit assistance
- First month move-in rent assistance
- Eviction prevention rent assistance
- Move-in rental deposits
- Prevention of mortgage foreclosure assistance
- Homeless Prevention and Rapid Re-Housing

To Coordinate Programs with and from Partnerships with Other Organizations Serving Low-income Residents of Communities including Religious Organizations, Charitable Groups, and Community Organizations; [‘676(b)(9)]

- CAP is a leading agency in facilitating and coordinating partnerships with agencies that serve low-income residents (50 agencies work with CAP)
- Agency Collaboration Group Meetings are held throughout the year
- Cooperating agencies are important partners. Many time clients are assisted with both CAP and faith based resources to resolve crisis
- In 2013, CAP and agency collaboration group provided holiday help totaling \$19,860 in direct assistance to low-income families in Glendale. (Thanksgiving/ Christmas Food Baskets; CAP Annual Holiday Back-Pack event & the Annual CAP Agency Resource Fair – Turkey Dinners)

To Establish Procedures under which a Low-income Individual, Community Organization, or Religious Organization Representative of Low-income Individuals to be Adequately Represented on the Board; [‘676(b) (10)]

- In 2011, City of Glendale recognized the need to formalize a Tripartite Governing Board that included representation from:
- Elected officials
- Low income households
- Neighborhoods of the geographic areas served by the CAP

To Administer the Community Services Block Grant Program through a Tripartite Board that Fully Participates in the Development, Planning, Implementation, and Evaluation of the Program to Serve Low-income Communities; [‘676B]

- Community Development Advisory Committee:
- An established City Council-appointed advisory board that operates as an official city commission to meet all of the Tripartite Governing Board requirements of the state
- Mandated in order for the City to receive CSBG & LIHEAP funding

Community Needs Assessment (3 years)

- In 2011, CAP supplemented data contained in the poverty reports by initiating its own needs assessment to ensure it is adequately targeting its funding with respect to programs and services
- Priorities included keeping people in their homes, keeping neighborhoods stabilized, providing emergency home repairs and providing assistance with core needs such as food, utilities and shelter. Currently staff are preparing to conduct a community needs assessment for FY 2014-15.

State of Poverty in Glendale

- According to the current US Census Bureau:
- City of Glendale is the 5th largest city in Arizona
- Glendale’s current population is 230,482 which was a 5.4% increase from 2000
- 28% of Glendale’s population are under 18 yrs
- 9.2% of Glendale’s population are over 65 yrs
- Unemployment rate for Glendale is at 6.9% and the median household income is \$51,570
- 40,795 (17.7%) of Glendale’s population lives below the poverty level.

Coordination of Funds

- In FY 2012-13, CAP had 3,089 documented requests for emergency services. CAP served 68% (2119) families by utilizing the following (\$667,083) direct social service funds:
 - Low Income Home Energy Assistance Program \$542,190
 - Temporary Assistance to Needy Families \$45,000
 - Az. Community Action Association Utility Program \$55,788

- Emergency Solutions Grant - Homeless Prevention & Rapid Re-housing \$24,105
- CAP staff provided the following referrals for FY 2012-13:
 - 1,027 households participated in Energy Conservation Education workshops
 - 930 households were provided with Food related referrals
 - 697 households were provided with Employment/Education or job training referrals
 - 195 households were provided with Medical related referrals
 - 700 households were provided with housing, home repairs, advocacy, transportation, local church or other special needs referrals
 - 362 households were enrolled in a utility discount program
 - 244 households were provided with child support referrals or After-School/Head-Start youth programs
 - 51 Home-visits were completed last year for homebound clients
- CAP received 3,948 resident referrals from Community Information and Referral for FY2012-13.
- It is crucial that State funds (CSBG & LIHEAP) be available to provide CAP services to the most vulnerable population of Glendale

Ms. Daniel displayed pictures of the Glendale Family Health & Resource Fair as well as the CAP Holiday event. Every family or individual selected for this event meets all of the appropriate state and federal guidelines and their participation is not duplicated. Committee-member Jared stated that the organization he works for will be making donations toward this event next year.

Committee-member Torres inquired as to what needs the CAP Office has at this time. Ms. Daniel stated that more funding would be helpful, especially to hire another caseworker. Ms. Daniel stated that the office has two full-time caseworkers and one part-time caseworker. Ms. Daniel is hoping to re-hire a caseworker beginning July 1st. Ms. Daniel added that the support of the Committee-members is also extremely important.

Committee-member Torres wondered how many people the CAP Office is unable to assist. Ms. Daniel stated that she does not have the manpower to count the people the department is unable to serve.

Committee-member Cheshier asked for information on poverty level and assistance guidelines for specific programs. Ms. Daniel provided detailed information.

Committee-member Cheshier inquired as to how many families attend the Holiday event. Ms. Daniel stated that anywhere from 65 to 85 families are invited to the program. There were only 150 backpacks available this year for distribution so that is the amount of children invited to attend.

Committee-member Cheshier asked for information on poverty level and assistance guidelines. Ms. Daniel provided detailed information.

Ms. Daniel shared stories of the difficulties experienced by the families who are assisted by the CAP Office and those who just miss the guideline cutoffs.

Commissioner Torres inquired as to how the Commissioners could help obtain more funding for needy families. Ms. Daniel suggested that the Commissioners contact Mr. Gilbert Lopez to share any potential partnership contact information with him. Ms. Daniel stated that the Commissioners who are sharing information about the CAP services in the community are very helpful to the CAP Office.

Chair Hudson opened the public hearing.

No comments were made.

Chair Hudson closed the public hearing.

Committee-member Torres motioned to approve the CAP Annual Work Plan for FY 2014-15. Committee-member Jared made the second. The motion passed 10 – 0.

VII. Committee Comments and Suggestions

No further comments were made during this agenda item.

VIII. Adjournment

Committee-member Torres motioned to adjourn at 7:36 p.m. Committee-member Jared made the second. The motion passed 10 – 0.

Respectfully submitted,
Recording Secretary
Denise Kazmierczak