

MINUTES

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

**Thursday, June 20, 2013
6:30 p.m.**

MEMBERS PRESENT: Matthew Versluis
Randy Miller
Marcellous Sanders
Vickie Loya
Ronald Jauregui
Shirley Wong
Dr. Sue Pederson
Pattie Johnston
Albert Ojeda

MEMBERS ABSENT: Arthur Swander Jr., Chair
Cherie Hudson, Vice Chair
Chuck Jared
John Torres

STAFF PRESENT: Gilbert Lopez, Revitalization Administrator
Elaine Adamczyk, Community Housing Administrator
Rebecca Daniel, Community Action Program Administrator
Yvonne Arreola, Management Aide

I. Call to Order

Committee-member Miller called the meeting to order at 6:34 p.m.

II. Roll Call

Committee-member Miller conducted roll call and welcomed all new Commissioners. Committee-members Johnston and Pederson took the Oath of Office.

III. Approval of Meeting Minutes – April 18, 2013

Committee-member Loya motioned to approve the April 18, 2013 meeting minutes as written. Committee-member Johnston made the second. The motion passed 9 – 0.

IV. Business from the Floor

None.

V. Annual Community Action Plan (CAP) Work Plan for Fiscal Year (FY) 2013-14

Ms. Daniel presented the FY 2013-14 CAP Annual Work Plan, which included the following information:

Statement of Community Services Block Grant (CSBG) Assurances

- As part of the annual CAP required by Section 676 of the CSBG, the chief executive of the 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.

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 Thursdays for all program types
 - Utility, Rent and Mortgage programs are accessed by an Education Workshop held every other Monday, depending on funding
 - Homebound/medical accommodations are completed on Fridays
 - Homeless clients are served on Tuesdays and Thursdays
 - Non-Crisis services are scheduled by phone

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, Goodwill Career Center, Southwest Skill Center

To attain adequate education toward improving 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
 - Maximum 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 family and individual needs

- CAP has provided emergency assistance to qualified persons for the past 31 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

- CAP is a leading agency in facilitation and coordinating partnerships with agencies that serve low-income residents
- Agency Collaboration Group Meetings are held throughout the year
- Cooperating agencies are important partners. Many times clients are assisted with both CAP and faith-based resources to resolve crises
- In 2012, agencies provided holiday assistance totaling \$25,385 in direct assistance to many low-income families in Glendale – J.C. Penney Santa Shop Day, Thanksgiving/Christmas Food Baskets, Back-to-School Backpack Event and the Annual Agency Resource Fair

To establish procedures under which a low-income individual, community organization or religious organizations representative of low-income individuals to be adequately represented on the board

- In 2011, the City of Glendale recognized the need to formalized 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 CSBG program through a tripartite board that fully participates in the development, planning, implementation and evaluation of the program to service low-income communities

- 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 and LIHEAP funding

Community Needs Assessment – 3 Years

- During 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

State of Poverty in Glendale

- According to the US Census Bureau:
 - Glendale is the fifth largest city in Arizona
 - Glendale's current population is 230,482 which was a 5.4% increase from 2000
 - 28% of Glendale's population is under 18 years old
 - 9.2% of Glendale's population is over 65 years old
 - Unemployment rate for Glendale is at 6.9% and the median household income is \$51,570
 - 40,795 or 17.7% of Glendale's population lives below the poverty level

Coordination of Funds:

- In FY 2011-12, CAP served 3,450 families by utilizing the following \$1,153,732 direct social service funds
 - Low Income Home Energy Assistance Program: \$778,681
 - Temporary Assistance to Need Families: \$ 45,000
 - Emergency Food and Shelter Program: \$ 30,000
 - AZ Community Action Association Utility Program \$ 82,269
 - Homeless Prevention and Rapid Re-Housing \$217,782 (State HUD)
 - It is crucial that State funds, CSBG and LIHEAP, be available to provide CAP services to the most vulnerable population of Glendale.

Ms. Daniel displayed pictures of various CAP events.

Committee-member Miller opened the public hearing for comments on the adoption of the FY 2013-14 CAP Annual Work Plan.

No comments were made.

Committee-member Miller closed the public hearing for comments on the adoption of the FY 2013-14 CAP Annual Work Plan.

The Commissioners praised Ms. Daniel and her staff on a job well done.

Committee-member Loya motioned to approve the CAP Annual Work Plan as presented. Committee-member Wong made the second. The motion passed 9 – 0.

VI. Committee Comments and Suggestions

None.

VII. Adjournment

Committee-member Sanders motioned to adjourn at 7:11 p.m. Committee-member Johnston made the second. The motion passed 9 – 0.

Respectfully submitted,

Recording Secretary
Denise Kazmierczak