

# Community Action Commission

*The Advisory Tri-Partite Board of the Maricopa County Community Action Agency*

## Meeting Minutes

**Monday, March 16, 2026 | 6 – 8 p.m.**

<b>Commission Members Present:</b>	Jackie Solares, Tyler Rosensteel, Chris Groninger, Lauriane Bellot-Hanson, Matthew Kelly (A. Deniz, Proxy), Rosalie Sun, Danielle Olaya (Olga Ortiz, Proxy) Violeta Ramos Charles Lucking
<b>Commission Members Absent:</b>	Abril Anduaga (Hernandez)
<b>Staff Present:</b>	Deputy Director: Siman Qaasim Assistant Director: Chela Schuster Community Action Program MA: Latrisha Centers Management Assistant: Yadira Moreno
<b>Guests:</b>	

### Call to Order

Deputy Director, Siman Qaasim called the meeting to order at 6:05 p.m.

### Roll Call

Deputy Director, Siman Qaasim conducted roll call. Seven (7) of the ten (10) commission members were present. Two proxies attended on behalf of two members. A quorum was established.

### Pledge of Allegiance

The pledge was led by Deputy Director, Siman Qaasim.

## **Community Action Promise**

The Community Action Promise was read by Deputy Director, Siman Qaasim.

## **Director's Message**

Deputy Director, Siman Qaasim introduced the new Community Action Program Management Assistant, Latrisha Centers. She shared here director's report would be very short. There were no federal updates. At the state level, Governor Hobbs' priority on affordability and the Housing Budget is still in progress with the legislature.

Maricopa County will be doing Strategic Planning this year along with the Human Services Department (HSD). A survey will be conducted with members relating to assessing client experience and contract management. Siman stated that although overall Department of Economic Security (DES) funding amounts are unknown, DES will hopefully continue providing current funding and HSD will continue to manage those current funding levels until further notice.

## **Commission Member Orientation**

Deputy Director, Siman Qaasim conducted an orientation presentation to members. Much of the training content was provided by Cap Law and by Wildfire, our local partner. Training topics included the following: Board Roles and Responsibilities, Bylaws which is the operating manual for the commission, the Mission and Vision of the program, Planning to include the Community Action Needs Assessment and the Five-Year Strategic Plan, Engagement, Generating Funds, Performance, Accountability, and Policy and Procedures such as the Whistle Blower Policy, and Conflict of Interest.

In the area of Planning, Siman mentioned the upcoming Needs-Assessment Process. She wants to send commission members the Partner Assessment Survey to allow them to give input into the process. She shared that community partners have a myriad of community services to serve those in need and are able to generate funds to do so. She stated the department will be seeking their input as well.

Commissioner Charles Lucking asked if there were a lot of grants that we are missing out on. Siman responded Wildfire looks for those funding opportunities and because HSD is well known, it tends to get many of the funds. Additionally, Siman stated we need to ramp up our grant search process.

Currently, internal staff are working to ensure the department is on websites like Grants.Gov to search for funding opportunities.

In the area of Performance, Siman stated data can be shared around demographics, housing, etc., but we can add data elements that are of interest to commissioners also. Proxy, Mathew Kelly asked if the department could do more around food insecurity. Siman responded that the commission could work on internal goals for the program and develop ways to address his concern.

In the area of Accountability, Siman stated the full audit report will be shared at the next meeting. Currently, there are no findings regarding American Rescue Plan Act (ARPA) Funds. Department of Economic Security (DES) did a site visit and there were no financial or administrative findings. However, there were several findings related to client support, timely services, caseworker support, and training gaps with Community Action Program (CAP) Agencies. Commissioner Charles Lucking asked what policies are required by national CAP Law and what are required locally? Siman responded by sharing the program has operational policies that do impact the commission, but most of the policies and procedures are related to the overall operation of the department.

## **Customer Satisfaction Survey Update**

Deputy Director, Siman Qaasim stated an updated survey will be shared with members. Community Action Supervisor, Leilani Tetteh, is currently working on the new operational changes. When those are finalized, the surveys will be sent out.

## **Community Action Agency Report**

Deputy Director, Siman Qaasim gave the Community Action Agency Report. She went over the financial and programmatic data on the Community Action Agency for the 2<sup>nd</sup> Quarter of Fiscal Year 2026. Currently, the program has fully spent the Funeral and Burial Program. ARPA Funds are at 37% expended (February Data). However, this is the lower priority source, the department is spending other funding levels first. Community Service Block Grant (CSBG) Funding is 80% spent and Neighbors Helping Neighbors Program is 50% spent. The State Eviction Prevention Program is 76% spent, but there is a need to spend more. Temporary Assistance for Needy Families (TANF) is on track to spend funds. The Arizona Department of Housing has gone through different interpretations on how to spend those funds. Chela Schuster, Assistant Director, stated currently programs are actively spending down these funds. She shared staff have been in contact with the

housing authority to help them get their processes in order to help individuals who are at risk assist them with keeping their homes.

Commissioner Charles Lucking asked if there are any of these amounts concerning staff with three months left to spend. Chela stated we should be able to spend down the funds. Siman shared that it is concerning, but Leilani is working creatively with CAP Agencies to help them spend down funds. Proxy, Matthew Kelly asked if 211 Resources are being shared to help with community needs. Siman, shared staff who are part of the Contacts Team is actively working with 211Resources to direct assistance to the Call Centers.

Lastly, Siman shared charts to explain how each of the CAP Agencies served their individual communities through service area authorizations over the last three years.

## **Action Items**

### **Approval of October 20, 2025, Meeting Minutes**

Motion to approve of October 20, 2025, Meeting Minutes was made by Commissioner Lauriane Hanson and seconded by Commissioner Charles Lucking. The motion was passed unanimously.

### **Call to the Public**

None.

### **Adjournment**

The meeting was adjourned at 7:09 p.m.