



**CITIZENS ADVISORY COMMITTEE**  
**January 15, 2020 MINUTES**  
**PRESCOTT, ARIZONA**

**MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING** held on January 15, 2020 at 1:30pm in the City Council Basement Conference Room, located at 201 South Cortez Street, Prescott, Arizona.

**I. CALL TO ORDER**

Chair Jones called the meeting to order at 1:30 p.m.

**II. ATTENDANCE**

**III.**

| <b>MEMBERS PRESENT</b>       | <b>STAFF PRESENT</b>                        |
|------------------------------|---|
| Jerry Jones, Chair           | Michelle Chavez, CDBG Program Coordinator   |
| Mary Ann Suttles, Vice-Chair | Bryn Stotler, Director of Comm. Development |
| Robert Painter               | George Worley, Planning Manager             |
| Tom Benson                   | Tammy DeWitt, Community Planner             |
| Kristy Snyder                |   |
| Connie Cantelme              | <b>COUNCIL PRESENT</b>                      |
| Sandy Griffis                | Phil Goode                                  |

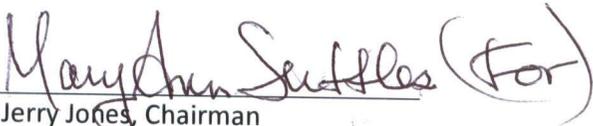
**III. REGULAR ITEMS**

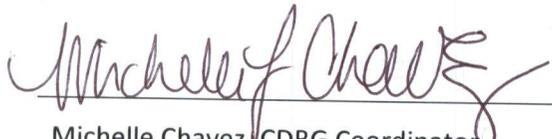
1. **Approve the minutes of the November 20<sup>th</sup> and December 18<sup>th</sup> meetings.**  
 A motion was made by Member Painter and seconded by Vice Chair Suttles with the a small change. Director Stotler asked to edit the November minutes to add “approve minutes” in the motion. The motion passed unanimously.
  
2. **Communications Update –**  
 Ms. Chavez gave an overview of upcoming communications strategies to advertise the CDBG program. Strategies include Facebook, radio ads, press releases, etc.  
  
 It was clarified that a notice of possible quorum of the CDBG CAC will be given for the January 22<sup>nd</sup> workshop.
  
3. **Application Examples –** Ms. Chavez gave an overview of the 2020 CDBG grant application. The committee and staff discussed the evaluation form and the pros and cons of giving out a “rubric” of the evaluation forms.  
  
 Committee and staff discussed the timing of the Pre Application Conferences in February. They discussed elevating the PAC process in the application and the upcoming workshop. Staff will assure that CDBG applicants are aware of needing to attend PAC during the month of February.  
  
 Committee and staff looked at the application on-line and made suggestions for improvements.

4. **Workshop Agenda** – Staff and committee discussed the upcoming CDBG application workshop. Staff will include the Chair and Vice Chair in the presentation. Staff and committee members made recommendations for improving the workshop presentation.

**IV. ADJOURNMENT**

Meeting adjourned at 3:18pm

  
Jerry Jones, Chairman

  
Michelle Chavez, CDBG Coordinator