



CITIZENS ADVISORY COMMITTEE
 April 21, 2021 MINUTES
 PRESCOTT, ARIZONA

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on April 21 2021 at 1:30pm Via Zoom (Virtual Meeting).

I. CALL TO ORDER

Chair Suttles called the meeting to order at 1:31 p.m.

II. ATTENDANCE

MEMBERS PRESENT	STAFF PRESENT
Mary Ann Suttles, Chair	Michelle Chavez, CDBG Program Coordinator
Sandy Griffis, Vice-Chair	Bryn Stotler, Director of Comm. Development
Robert Painter	George Worley, Planning Manager
Tom Benson	
Deborah Miller (Absent)	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Clark Tenney

III. REGULAR ITEMS

1. Approve the minutes of the March 17, 2021 CDBG Citizen Advisory Committee meeting.

A motion to approve the March 17, 2021 minutes was made by Member Griffis. The motion was seconded by Member Painter and the motion passed unanimously.

2. Staff Report on PY21 Funding Recommendations

Staff gave a summary report of the process of reviewing 2021 CDBG Grant Applications to date. Staff and CDBG Advisory Committee members discussed the decision making process for determining the PY21 awards. The initial discussion was regarding the Public Service projects. Committee members did not have any changes to the subcommittee recommendations.

Chair Suttles recused herself from the Adult Center conversation and explained that she did not take part in the subcommittee discussion / decision either because she is on their board.

Member Benson made a motion to accept the subcommittee's recommendation for all Public Service grant awards. Member Painter seconded the motion to approve Public Service recommendations. The motion passed unanimously.

Members next discussed the Construction Projects. The committee and staff discussed the proposal from the subcommittee to set aside \$20,329 for future projects. Committee members and subcommittee members talked about how the decision to allocate all funds was made. Staff updated the committee on the 1.5% timeliness test that HUD holds all the grantees to. The City has to remain in good standing so that they do not get into punitive actions.

Members discussed concerns about certain projects and opted to re-allocate \$20,000 from The Prescott Adult Center and West Yavapai Guidance Clinic, to The Launch Pad Teen Center and Boys and Girls Club. The committee added \$10,000 to each award for the two youth-serving organizations. The CAC committee recommended zero funding for the lowest scoring two applicants (WYGC and Prescott Adult Center).

Member Benson made a motion to move \$10K to The Launch Pad Teen Center, Member Painter seconded. Chair Suttles opposed moving funds from West Yavapai Guidance Clinic to the Launch Pad. Members Savoini, Griffis, and Rocha voted yes. Motion Passed 5-1, with Chair Suttles voting against the motion.

Member Painter moved to move \$10K to Boys and Girls Club of Prescott, Member Rocha Seconded. Motion passed unanimously.

Member Painter moved to approve all the other projects as amended, with \$20,329 to be carried forward for future projects. Member Benson seconded the motion and the motion passed unanimously.

Member Griffis moved to approve the Draft 2021 Annual Action Plan to be submitted to the City Council with new recommendations from the CAC. Member Rocha seconded the motion and the motion passed unanimously.

3. Staff Report on Prescott Cares Program

Michelle Chavez, CDBG Coordinator, and Sheri Heiney, the CEO of the Prescott Chamber of Commerce, gave an overview of the Prescott Cares Program that included: marketing materials, web page navigation, training workshops, radio interviews, TV interviews, applications, and more.

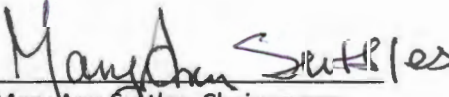
Round one will be open until May 15th. If there are funds left over, the applications will be re-opened. We have up to three years to spend the funds. The phases of open enrollment will continue until all the funds are spent.

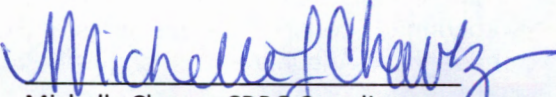
The caps on the grants in Prescott Cares are \$3,000 for individual and \$5,000 for businesses. There is a possibility to adjust the maximum grant award in future phases. The total pot has been split 50% to each, individual and business.

Member Painter asked if the City could move up the CAC final decision making meeting up closer to the initial proposal review and sub-committee meeting. Ms. Chavez indicated that she would look into moving the April CAC meeting up three weeks in 2022.

IV. ADJOURNMENT

Meeting adjourned at 2:41 pm


Mary Ann Suttles, Chairwoman


Michelle Chavez, CDBG Coordinator