



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

I. CALL TO ORDER

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

II. ATTENDANCE

MEMBERS PRESENT	STAFF PRESENT
Mary Ann Suttles, Chair	Michelle Chavez, CDBG Program Coordinator
Sandy Griffis, (Absent)	Bryn Stotler, Director of Comm. Development
Robert Painter	George Worley, Planning Manager
Tom Benson	Tammy Dewitt, Community Planner
Deborrah Miller	Sheri Heiney, CEO Prescott Chamber of Commerce
Jon Rocha (Absent)	COUNCIL PRESENT
Debbie Savoini	Clark Tenney

III. REGULAR ITEMS

1. Approve the minutes of the May 19, 2021 CDBG Citizen Advisory Committee meeting.

A motion to approve the May 19, 2021 minutes was made by Member Painter. The motion was seconded by Member Benson and the motion passed unanimously.

2. Staff Report on Unspent Funds

Staff gave a summary report of the unallocated funds going back to 2014. There was a slight change to the last action in that it was discovered that the 2014 amount (\$2,104.81) must be SPENT by Sept 1, 2021 not just encumbered.

Member Benson made a motion to move the funding allocation of \$2,104.81 to Admin and \$50,480.06 to the Consolidated Plan Goal: Decent Affordable Housing Unit Rehabilitation. The motion was seconded by Member Miller and passed unanimously.

3. Staff Report on Prescott Cares Program

Michelle Chavez, CDBG Coordinator and the CEO of the Prescott Chamber of Commerce Sheri gave an updated on the Prescott Cares Program. They indicated that the first round there were approximately 25 applications split between individuals and businesses. There were approximately 18 individuals and businesses that were funded in Phase I.

Phase II applications opened on Monday July 19, 2021 and will be open until August 20, 2021. Michelle and Sheri did a workshop on Friday July 16th that was sparsely attended as it is not required. They did make a good connection with PAAR (Prescott Area Association of Realtors).

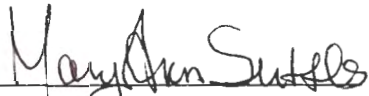
The Chamber has received a number of applications already for Phase II. There were two changes to the program since phase I. Non Brick and Mortar businesses can be eligible to apply and the expenses do not need to be in arrears.

The Committee, Staff and Chamber discussed the different elements of the program, expenditures timelines, examples of non brick and mortar businesses, and the 90 day threshold (3 consecutive months) for assistance.

4. Staff Report on outreach, engagement and fall workshop –
Staff and committee members discussed a potential workshop in the fall of 2021 to try and attract new agencies to the program. Staff shared a comparison of non-profits that ACF and CDBG contact every program year.

IV. ADJOURNMENT

Meeting adjourned at 2:08 pm



Mary Ann Sutiles, Chairwoman



Michelle Chavez, CDBG Coordinator