



CITIZENS ADVISORY COMMITTEE
September 15, 2021 MINUTES
PRESCOTT, ARIZONA

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on September 15 2021 at 1:30pm in Council Chambers and 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 (Absent)	Michelle Chavez, CDBG Program Coordinator
Sandy Griffis, Vice Chair	Bryn Stotler, Director of Comm. Development
Robert Painter	George Worley, Planning Manager
Tom Benson	
Deborrah Miller	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Clark Tenney

III. REGULAR ITEMS

1. Approve the minutes of the August 18 2021 CDBG Citizen Advisory Committee meeting.

A motion to approve the August 18 2021 minutes was made by Member Painter. The motion was seconded by Member Benson and the motion passed unanimously.

2. Staff Report on National Objectives and Eligible Activities

Ms. Chavez gave an update to the committee on how the City determines what is an eligible project or program for CDBG funds. This included how the City works with the community to learn of potential projects and answer questions ahead of the opening of the CDBG Program Year.

Staff and committee looked over the Federal CDBG list of eligible activities and national objectives and discussed past and future potential CDBG projects. They discussed how national objectives are certified and also discussed outreach for the October Needs Workshop for the 2022 Program Year.

3. Staff Report on the 2022 Program Timeline

Ms. Chavez gave an overview of the 2022 Program Timeline. The members gave feedback on the tours timeline and the ability to have enough time for review and the agencies to commit to tours.

They discussed the ability to ask questions at the tour and how to get their questions answered. Ms. Chavez advocated for the tours to be only of the Construction projects and mandatory. This was suggested based on fairness.

Members discussed making tweaks to the calendar so that the decision making meetings could be closer together so they do not forget the discussions between meetings. Ms. Chavez indicated they would make changes to the program timeline and bring it back to the CAC.

4. Staff Report on Prescott Cares Program

Michelle Chavez, CDBG Coordinator gave an update on Phase II. There were 17 applications total and the City and Chamber are continuing to review application.

Staff and committee discussed timelines for spending the funds, deadlines, marketing strategies such as banners, Phase III, and how the Chamber will manage the application time frames.

IV. ADJOURNMENT

Meeting adjourned at 2:32 pm

Sandra Criffles for
Mary Ann Suttles, Chairwoman

Michelle Chavez
Michelle Chavez, CDBG Coordinator