



**CITIZENS ADVISORY COMMITTEE
November 17, 2021 MINUTES
PRESCOTT, ARIZONA**

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on November 17 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	Tammy Dewitt, Community Planner
Deborrah Miller	
Jon Rocha (Absent)	COUNCIL PRESENT
Debbie Savoini	Clark Tenney (Absent)

III. REGULAR ITEMS

1. Approve the minutes of the September 15, 2021 CDBG Citizen Advisory Committee meeting.

A motion to approve the September 15, 2021 minutes was made by Member Miller. The motion was seconded by Member Benson and the motion passed unanimously.

2. Staff Report on Residential Rehab RFQ

Ms. Chavez gave an update to the committee on the residential emergency home repair program application and indicated the program would be developed in the upcoming months. The Request for Qualifications is similar to the Prescott Cares RFQ.

Committee members discussed the types of projects that could be eligible for the Emergency Home Repair Program. It was indicated that the program was in a "Pilot" phase and eligible projects would be limited to life safety, and building code violations. Examples given by staff and committee members were fire sprinklers, concrete work, steps, hand rails, and handicap ramps.

Staff indicated that if the pilot project was successful and there was enough community demand, more dollars could be added to the program and perhaps additional repair projects added to the eligibility criteria.

Staff will bring the program policies and procedures back to the Citizen Advisory Committee in draft form when they are ready. It was also stated that the City and Sub Recipient would not be ready to take applications from residents until Spring of 2022.

3. Staff Report on Expiring CAC Terms

Ms. Chavez gave the committee an update on their terms and instructed them how to apply to be renominated for another two-year term. The CAC terms run concurrently with the City of Prescott Mayoral election cycle. She encouraged everyone on the committee to re-apply for another term.

Ms. Chavez indicated that the Community Development department staff has no input on who is appointed to boards and committees. Those decisions are made by a sub-committee of the City Council.

She indicated that she was very pleased with the Committee's work and that if for some reason, folks were not re-appointed, to please not conclude that was somehow a negative opinion of the CAC committee work. Ms. Stotler agreed with these sentiments.

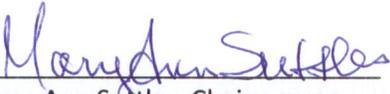
4. Staff Report on Prescott Cares Program

Michelle Chavez, CDBG Coordinator and Ms. Sheri Heiney gave an update on Phase III. They recapped that Phase I and II helped 11 individuals and 17 businesses. The Chamber will accept phase III applications until December 6th. They have had a steady stream of applications coming in.

Ms. Heiney said they would re-evaluate the program after Phase III to see if anything needed to be tweaked. Staff and Committee members discussed the application process and anything needed to make it easier for folks to get their paperwork in. Ms. Heiney indicated that the applications have been tweaked several times and it really is up to the applicants to get their paperwork in.

IV. ADJOURNMENT

Meeting adjourned at 2:00 pm


Mary Ann Suttles, Chairwoman


Michelle Chavez, CDBG Coordinator