



CITIZENS ADVISORY COMMITTEE
March 16, 2022, MINUTES
PRESCOTT, ARIZONA

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on March 16, 2022, 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	Michelle Chavez, CDBG Program Coordinator
Sandy Griffis, Vice Chair	George Worley, Planning Manager
Janie Evans	Tammy DeWitt, Community Planner
Tom Benson	
Deborrah Miller	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Clark Tenney (Absent)

III. REGULAR ITEMS

1. **Approve the minutes of the February 16th 2022 CAC meeting** – A motion to approve these minutes was made by member Griffis, seconded by member Benson, and approved unanimously
2. **Discuss the 2022 CDBG Annual Action Plan (AAP)**
 Ms. Chavez gave the committee a staff report on the 2022 Annual Action Plan. She discussed the possible appropriation and how the funds must be distributed (20% admin, 15% public service, and 65% construction). She also recapped the CAC’s funding recommendations for 2022 and re-iterated all the proposed projects.

Members and staff discussed the 2020 Census, Annual Action Plan, Prescott Cares, and minor edits to the report.

The committee and staff discussed what would occur if a reduction of CDBG Entitlement Funds happens in 2022. The minutes from the previous meeting were referenced and it was indicated that if there is a reduction of funds, the reduction would be spread across all sub recipients equally. Staff indicated that they would let the CAC know when and if a reduction occurs.

There was also discussion regarding conflict of interest disclosure, participation in discussion, and possibly asking conflicted committee members to leave the room similar to what occurs with the City Council. This would be determined for the next round of funding in 2023.

A motion was made by member Griffis to approve the funding recommendations for CDBG PY22, open the 30-day review and comment period, and approve staff submittal of the AAP to City Council. That motion was seconded by member Miller and approved 7 zero.

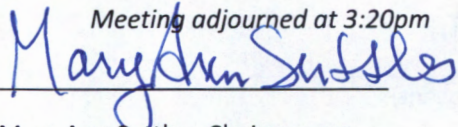
3. Discuss the City of Prescott Minor Home Repair Program, Policies and Procedures

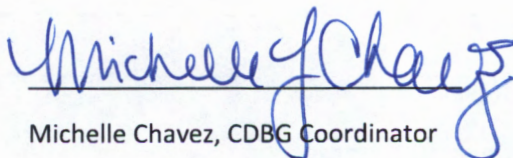
Ms. Chavez gave the committee a staff report on the Prescott Minor Home Repair Program (MHRP). She included a history of how the funds came about, potential future funds and how the program will be managed. Staff and committee had a discussion if there should be a commitment to own the home for five years. There was no final decision that made. In general, the committee members had concerns about this part of the program and recommended lessening the commitment or removing it all together.

IV. OTHER – Ms. Chavez and the committee discussed the possibility of having an April meeting that was not tentatively scheduled. Ms. Chavez agreed to schedule a meeting to discuss the Minor Home Repair Program (MHRP) further.

Members of the Citizen Advisory Committee took their oath of office. They will serve two-year terms 2022-2024.

V. ADJOURNMENT

Meeting adjourned at 3:20pm

Mary Ann Suttles, Chairwoman


Michelle Chavez, CDBG Coordinator