



CITIZENS ADVISORY COMMITTEE

April 20, 2022, MINUTES

PRESCOTT, ARIZONA

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on April 20, 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 (Absent)	Bryn Stotler, Community Development Director
Deborrah Miller	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Clark Tenney

III. REGULAR ITEMS

1. **Approve the minutes of the March 16 2022 CAC meeting** – A motion to approve these minutes was made by member Miller, seconded by member Rocha, and approved 6-0.

2. **Discuss the City of Prescott – Minor Home Repair Program, Policies and Procedures, Handbook and Infographic**

Ms. Chavez gave an overview of the policies and procedures, handbook, infographic and responded to questions from the committee. She indicated that the five-year time frame is not necessary with this type of program. This agreement is optional and this type of arrangement is more common when it is a loan program and the funds are supplemented with HOME funds in addition to CDBG.

Members of the committee and staff discussed the lead-based paint eligibility, competitive bids, ranking of applications, language on “life-safety,” City procurement process, scope changes, homeowner insurance deductible (not eligible), timeline of repairs, insurance requirements, duplication of benefits, and applicant tracking.

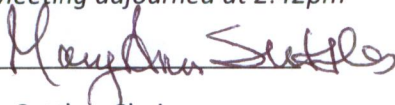
Members and staff looked over the infographic of how the program will play out and what applicants can expect to experience once approved for the program. They also discussed Lead Based Paint Testing, timelines for applications, and changes needed to be made to the policy and procedures. Staff will check the definition of “Senior” or “Elderly.”

3. **Announcements – Fair Housing Workshop April 27th, Fair Housing Proclamation and Annual Action Plan presentation April 26th.**

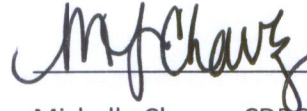
Ms. Chavez spoke about the Fair Housing Workshop, City Council Proclamation and the Annual Action Plan being on the City Council Agenda April 26th 2022.

IV. ADJOURNMENT

Meeting adjourned at 2:42pm

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Mary Ann Suttles, Chairwoman

A handwritten signature in dark ink, appearing to read "Michelle Chavez", written over a horizontal line.

Michelle Chavez, CDBG Coordinator