



City of Prescott

CDBG CITIZENS ADVISORY COMMITTEE

MINUTES

July 19, 2023 | 1:30 P.M.
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

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

2. ROLL CALL

Mary Ann Suttles – Chair
Tom Benson - Member
Janie Evans – Member
Sandy Griffis - Member
Deborrah Miller – Member
Deborah Savoini - Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of May 17, 2023 CDBG Citizens Advisory Committee Meeting Minutes.
MOTION BY MEMBER GRIFFIS TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER SAVOINI: PASSED (6 - 0)
- B. Discussion & Possible Action Regarding a Presentation for the Prescott Cares Program.

Mr. McInnes presented an update on the Prescott Cares Program and how the substantial amendment to the 2020-2024 Consolidated Plan was approved by City Council on May 23rd.

The remaining balance for Prescott Cares (CDBG-CV) is \$258,964.44. Polara Health applied for \$50,000.00 and US Vets applied for \$117,924.74. Both applicants presented their projects to CAC in March, however, the CAC did not vote on the two projects due to a need for a substantial amendment to the 2020-2024 Consolidated Plan.

The balance for the Prescott Cares existing projects, which have focused on homeowner assistance and economic development, will adjust to \$91,039.70. Chair Suttles ask for clarification around the substantial amendment and if it will allow for the two projects under consideration.

Mr. McInnes answered in the affirmative. Infrastructure and emergency/transitional shelter projects are now allowed through the Prescott Cares program. Prior to the substantial amendment, they were not.

Member Griffis asked what is to be done with the \$91,039.70 which represented the remaining balance after both Polara Health and US Vets projects are funded.

Mr. McInnes stated that the funds would continue to focus on Prescott Cares' initial goals of individual and business basic needs. However, further discussion may be had on changing funding allocations and stipulations.

Member Griffis asked if there is an expiration date to the funds.

Mr. McInnes responded with an expiration date of March 2026.

Member Miller asked if administration expenses would come out of the \$91,039.70 amount.

Mr. McInnes responded that administration costs would come out of that amount. Sheri Heiney, with the Prescott Chamber of Commerce Foundation, gave further details on how the infrastructure is in place to quickly restart the program.

Member Griffis asked if it would be a good idea to increase the amount allowed per eligible project above \$5,000.00.

Chamber Representative Sheri Heiney stated that would be a good idea to increase the allowable amount per project. Especially when supporting small business, \$5,000.00 was not enough. Sheri Heiney recommended a \$10,000.00 cap.

Member Griffis recommended an increase to \$8,000.00.

Chair Suttles asked if vote on an increase could be completed today.

Mr. McInnes stated a move to vote on the increase would be put on the next committee meeting.

Chair Suttles recognized Cindy Brown with Polara Health.

Cindy Brown stated the demand for services has increased and the funding is really needed. Cindy introduced Robin Valdivia, Director of Residential Services, to share a patient success story.

**MOTION BY MEMBER BENSON TO APPROVE ALLOCATION OF
PRESCOTT CARES (CDBG-CV) PROGRAM FUNDS TO US VETS IN THE
AMOUNT OF \$117,924.74 & POLARA HEALTH IN THE AMOUNT OF
\$50,000; SECONDED BY MEMBER MILLER: PASSED (6 - 0)**

- C. Presentation and Discussion from Staff Regarding the Minor Home Repair Program

Mr. McInnes gave the Committee an update on the Minor Home Repair Program. Over 150 inquiries since program began. 17 applications, with 8 of those applications qualifying for grant aid.

Sheri Heiney was recognized and stated the fund has been expended fully. The program will be temporary put on hold until future funding becomes available.

Member Griffis asked about the applicants which did not qualify. Sheri Heiney stated applicants which did not qualify did not meet HUD criteria for low- and moderate-income.

THIS ITEM WAS FOR DISCUSSION ONLY. NO FORMAL ACTION WAS TAKEN.

4. UPDATES

Mr. McInnes presented pictures of the Nature Center Community Center ADA trail.

Member Benson invited the Committee to see the trail prior to the Ribbon Cutting Ceremony on August 10th.

The Annual Action Plan is still processing with HUD.

There will be a Needs Workshop sometime in October.

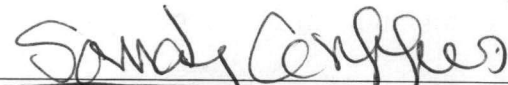
5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:06 p.m.

ATTEST:



Committee Staff Liaison

8-16-2024


MARY ANN SUTTLES, Chair

Sandy Griffis Vice Chair