

City of Prescott

Citizen Advisory Committee

June 19, 2024 | 1:30pm
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301



MINUTES

1. CALL TO ORDER

Chair Suttles called the meeting to order at 1:30pm

2. ROLL CALL

NAME - Chair Mary Ann Suttles
NAME - Vice Chair Deborrah Miller
NAME - Member Jinger Cutting
NAME - Member Janie Evans
NAME - Member Jim Howell
NAME - Member John Paris (excused)
NAME - Member Debbie Savoini (excused)

3. DISCUSSION & ACTION ITEMS

- A. Approval of the May 22nd, 2024, Citizen Advisory Committee Meeting Minutes.
MOTION BY MEMBER EVANS TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER CUTTING: PASSED (5 - 0) WITH MEMBER PARIS AND SAVIONI NOT IN ATTENDANCE.

- B. Presentation & Discussion Regarding the Final Review of Program Year 2024 Draft Annual Action Plan (AAP).

The Annual Action Plan (AAP) is the City's annual application outlining the proposed uses and allocation of its Community Development Block Grant funds from HUD. The AAP is developed through a process that incorporates both public input as well as oversight from the Citizen Advisory Committee. Today's meeting is the CAC's final review of the AAP before it is sent to City Council.

Mr. McInnes provided an update for the Program Year 2024 AAP. The AAP is currently in a public comment period. There has been no public comment as of today's meeting. The AAP is scheduled for Council approval at next week's Voting Session (Tuesday, May 28th, 2024). CAC Members are encouraged to attend the Council Voting Session.

Chair Suttles asked if any action is needed today regarding the AAP. Mr. McInnes stated no action necessary, and this is just a final review of the AAP draft.

Member Miller asked why we usually do not get public comment for the AAP. Mr. McInnes stated we do advertise both the AAP and the CAC meetings through the City's website. A future agenda item could be a strategy session on how best to engage the public about the City's CDBG program.

City Planner George Worley stated past public comments have come from previous subrecipients of the program. He suggested looking at public relation building opportunities.

Mr. McInnes stressed the outreach opportunity that is the Community Needs Assessment Workshop which will be scheduled in late Fall. Mr. Worley also mentioned the creation of the 5 – Year Consolidated Plan will require public engagement.

Member Cutting expressed the importance of more public exposure of the CDBG program and using social media to get the word out.

Member Miller suggested on-site presentations to the different non-profits in town.

Member Suttles asked about outreach for the Minor Home Repair Program (MHRP). Mr. McInnes answered that the Prescott Chamber of Commerce effectively advertises the program through their in-house marketing resources. Mr. McInnes shared with the Continuum of Care at the CIP meeting on June 18th, 2024 about the MHRP.

Member Evans suggested using the City of Prescott's Facebook page.

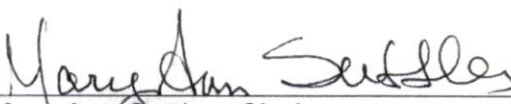
4. STAFF UPDATES

Mr. McInnes provided the committee with a timeline of events for upcoming CAC meetings. No CAC meeting in July, 2024.

Update on Prescott Cares and the contract going in front of Council.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:00pm


Mary Ann Suttles, Chair

ATTEST:


Michael McInnes, Staff Liaison