



## Citizen Advisory Committee

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August 20th, 2025 | 1:30pm  
201 N. Montezuma Street  
1st Floor Conference Room  
Prescott, AZ 86301

### MINUTES

#### 1. CALL TO ORDER

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

#### 2. ROLL CALL

Chair Mary Ann Suttles  
Vice Chair Janie Evans  
Member Jinger Cutting  
Member Betsy Howe  
Member Jim Howell  
Member John Paris  
Member Debbie Savoini

#### 3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from May 21, 2025, and June 5, 2025, CDBG Citizen Advisory Committee Meetings. Motion to approve May 21, 2025, minutes made by Member Howell. Seconded by Member Paris. Passes 7-0. Motion to approve June 5, 2025, minutes made by Chair Suttles. Seconded by Member Cutting. Passes 7-0
- B. Presentation & Discussion Regarding the Program Year 2024 Consolidated Annual Performance Evaluation Report (CAPER).

Michael McInnes, CDBG Coordinator, presented the required annual report to HUD showing CDBG program accomplishments for Program Year 2024. The report is scheduled for City Council public hearing on September 9, 2025, and is due to HUD by September 28, 2025.

Program Year 2024 highlights included three successful public service programs. People Who Care served 317 residents, exceeding their target of 300. New Horizons transported 152 low-moderate income residents to medical appointments. Prescott Meals on Wheels served 614 clients with CDBG funding.

The current financial status shows total funding of \$521,213.07, with \$182,090.11 already drawn and a current balance of \$339,122.96 remaining across all projects.

Mr. McInnes explained that projects take time for several reasons. CDBG often serves as seed money that organizations use to leverage additional funding from other sources. Procurement requirements mandate three bids for projects costing \$50,000 or more. Contractor and material shortages continue to impact timelines. Environmental reviews remain the biggest cause of delays, especially

for projects involving multiple agencies like the County, VA, federal government, City, and tribal nations.

C. Presentation & Discussion Regarding the Prescott Cares Progress and Year-End Accomplishments.

Sherry Heiney, Prescott Chamber of Commerce President, reported on the COVID relief funding program, which received an original allocation of \$427,000.

The program now includes a rental assistance component providing up to six months of rent plus utilities for qualifying Prescott residents. Two residents are currently receiving assistance, and six applications are pending. Services are limited to City of Prescott residents only.

Mrs. Heiney explained that the Minor Home Repair Program operates separately from Prescott Cares. Six projects are currently active with three applications pending. The current funding is expected to last approximately one year.

Member Howe asked about financial counseling for rental assistance recipients.

Mrs. Heiney explained that while counseling is encouraged but not required, the Chamber has connected residents with NACOG's Aging Services and other support providers for comprehensive wraparound services.

Bryan Campbell, Executive Director of Prescott's US VETs, shared CDBG-CV program accomplishments which went towards feeding homeless veterans. US VETs was awarded \$117,000 through Prescott Cares (CDBG-CV).

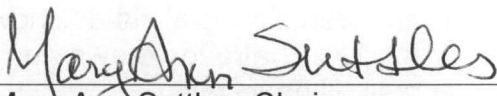
**4. STAFF UPDATES**

Mr. McInnes stated next CAC meeting to be October 21<sup>st</sup>, 2025, which would be the Community Needs Workshop. Application for Program Year 2026 will open on December 1, 2025, and will remain open through January 31, 2026.

The CAPER will be presented to City Council at their September 9, 2025, Voting Session Meeting.

**5. ADJOURNMENT**

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

  
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Mary Ann Suttles, Chair

ATTEST:

  
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Michael McInnes, Staff Liaison