



**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
SPECIAL MEETING
September 9, 2020**

DRAFT MINUTES

MEMBER OR ALTERNATE

REPRESENTING

PRESENT

Jeanine Guy	Buckeye	Attended by phone
Roy Delgado	El Mirage	Attended by phone
Brannon Hampton	Goodyear	Attended by phone
John Carnero	Tolleson	Attended by phone
Rui Pereira	Wickenburg	Attended by phone
Margaret Chittenden	Youngtown	Attended by phone
Jacki Taylor	District 1	Attended by phone
Marshal Hunt	District 2	Attended by phone
David Galaviz	District 5	Attended by phone
Sharman Hickman	District 4	Attended by phone

ABSENT

James “Bud” Turner	Gila Bend
Kevin Medema	District 2
Tony Gutowski	District 3
Ricardo Vital	Guadalupe

MCHSD Staff PRESENT

Rachel Milne
Carl Morgan
Shawn Pierce

Members of the Public PRESENT

Andrea Marquez, Buckeye	Santiago Cornejo, Tolleson
Anita Norton, El Mirage	Susan Hout, Youngtown
Autumn Grooms, El Mirage	Gregory Arrington, Youngtown
Jeff Kulaga, Guadalupe	
Christina Panaitescu, Goodyear	
Albert Mendoza, Tolleson	
Noel Schaus, Tolleson	



1. **CALL TO ORDER**

Chairman Rui Pereira called the meeting to order at 4:03 PM.

2. **ROLL CALL AND ESTABLISHMENT OF QUORUM**

Rachel Milne took roll call. Ten (10) members were present. A quorum was established. Two (2) alternate members attended the meeting as members of the public.

3. **Election of the Chair and Vice Chair**

Rui Pereira opened the floor for nominations to fill the Chair and Vice Chair roles. Jacki Taylor motioned and Jeanine Guy seconded for Rui Pereira to serve as Chair. CDAC unanimously approved the motion by voice vote. Margaret Chittenden motioned and John Carnero seconded for Roy Delgado to serve as Vice Chair. CDAC unanimously approved the motion by voice vote.

4. **APPROVAL OF FEBRUARY 12, 2020 MINUTES**

Vice Chair Delgado motioned and Margaret Chittenden seconded the motion to approve the May 13, 2020 CDAC meeting minutes. CDAC unanimously approved the motion by voice vote.

5. **STAFFING UPDATES**

Rachel Milne announced that Matt Utyro resigned in July. Carl Morgan, who retired from the CDBG Coordinator two years ago, has been serving temporarily in the role since Matt left. On September 8, Shawn Pierce was hired as the CDBG Coordinator. Shawn was previously at the Arizona Corporation Commission and the Area Agency on Aging, Region One. Shawn was also a CDBG Project Manager at the City of Phoenix

6. **2020/21 CDAC KICK OFF AND CALENDAR REVIEW**

Rachel Milne welcomed the CDAC members back and notified the Committee that there are no new members. Therefore, no formal orientation would be conducted during the normal meeting; however, if a member would like a refresher orientation Rachel would be happy to provide that to members who expressed an interest. Rachel reviewed the calendar with the CDAC members and called special attention to the dates in January, February, and April 2021.

7. **2020 CDBG APPLICATION**

Rachel Milne presented the 2021-2022 Program Year CDBG Application. Rachel informed the CDAC that following the survey results to CDAC members and the applicants, no changes were made to the application from the previous year. Chairman Pereira called for a motion to approve the 2020 CDBG Application, Jacki Taylor motioned and Roy Delgado seconded. CDAC unanimously approved the motion by voice vote.



HUMAN SERVICES
DEPARTMENT

8. 2020 CDBG SCORING SHEET

Rachel Milne presented the 2020 CDBG Application Scoring Sheet. Rachel stated that no changes to the scoring sheet had been made. CDAC members questioned the need for the 10 points for new applicants. New applicants are those who have applied but have not been funded. A discussion regarding the 10 points was held. Rachel explained that the 10 points can be removed resulting in new applicants being reviewed on 90-point scale not a 100-point scale. Jacki Taylor motioned and Roy Delgado seconded to remove the 10 points for new applicants resulting in new applicants being scored on a 90-point scale. CDAC unanimously approved the motion by voice vote.

9. CDBG CARES ACT FUNDING UPDATE

Rachel Milne reviewed the CDBG CARES ACT funding, CDBG-CV, that was provided to the CDAC members for Rent and Utility assistance. Rachel explained that Maricopa County has additional rental and utility assistance funding being distributed through the Community Assistance Program, CAP, offices which has an earlier deadline to spend than the CDBG-CV. Chairman Pereira requested information on the what the CDBG-CV funds can be used for. Rachel Milne will provide the program flyer which includes the contact information to CDAC members. Chairman Pereira asked how long the funding will be available. Rachel informed the CDAC members that HUD has a six year spending timeline.

CDBG-CV Rent and Utilities Funding Update Through 8/28/2020

City/Town	Beginning Balance	Amount Spent As of 9/1/20	Balance Remaining	Number of households served
Buckeye	\$ 65,532.98	\$ 43,268.30	\$ 22,264.68	17
El Mirage	\$ 75,000.00	\$ 400.00	\$ 74,600.00	1
Fountain Hills	\$ 75,000.00	\$ 6,172.00	\$ 68,828.00	1
Gila Bend	\$ -		\$ -	
Goodyear	\$ 75,000.00	\$ 7,805.72	\$ 67,194.28	7
Guadalupe	\$ 48,784.00	\$ -	\$ 48,784.00	0
Litchfield Park	\$ 34,906.80	\$ -	\$ 34,906.80	0
Tolleson	\$ 75,000.00	\$ -	\$ 75,000.00	0
Wickenburg	\$ 75,000.00	\$ -	\$ 75,000.00	0
Youngtown	\$ 75,000.00	\$ -	\$ 75,000.00	0
Unincorporated Areas	\$ 75,000.00	\$ 4,336.80	\$ 70,663.20	1
TOTAL	\$ 674,223.78	\$ 61,982.82	\$ 612,240.96	27



10. CALL TO THE PUBLIC

Chairman Rui Pereira called to the public at 4:52 PM. Noel Schaus, Tolleson, identified a discrepancy in the 2020 CDBG Application dates between the Notice of Funding Availability, NOFA, and the CDAC meeting packet. Rachel Milne stated that the Request for Proposal will use the CDAC calendar and staff will update the 2020 CDBG Application.

11. ADJOURNMENT

Having no further business before the Committee, the meeting was adjourned at 4:54 PM.