

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
REGULAR MEETING
October 9, 2019**

FINAL MINUTES

MEMBER OR ALTERNATE

REPRESENTING

PRESENT

Roy Delgado	El Mirage	
Chris Riggs	Gila Bend	Attended by phone
Brannon Hampton	Goodyear	Attended by phone
Ricardo Vital	Guadalupe	Attended by phone
John Carnero	Tolleson	
Rui Pereira	Wickenburg	
Margaret Chittenden	Youngtown	
Jacki Taylor	District 1	Attended by phone
Kevin Medema	District 2	
Sharman Hickman	District 4	Attended by phone

ABSENT

Jeanine Guy	Buckeye
Marshall Hunt	District 2
Tony Gutowski	District 3

MCHSD Staff PRESENT

Rachel Milne
Matt Utyro

Members of the Public PRESENT

Anita Norton, El Mirage
Katherine Valenzuela, Gila Bend (phone)
Jeff Kulaga, Guadalupe (phone)
Christina Panaitescu, Goodyear (phone)

1. CALL TO ORDER

Chair Rui Pereira called the meeting to order at 6:35 PM.

2. ROLL CALL AND ESTABLISHMENT OF QUORUM

Matt Utyro took roll call. Ten (10) members were present. A quorum was established. One (1) alternate member attended the meeting as member of the public. After roll call, Chair Rui Pereira thanked the members of CDAC for electing him to another term. The members of CDAC expressed gratitude to Chair Pereira for accepting another term.

3. APPROVAL OF SEPTEMBER 11, 2019 MINUTES

The members of CDAC reviewed the minutes. Margaret Chittenden motioned and Roy Delgado seconded the motion to approve the September 11, 2019 CDAC meeting minutes. CDAC unanimously approved the motion by voice vote.

4. 2020-21 CDBG RFP SCORE SHEET

Matt Utyro reviewed the 2020-21 CDBG RFP Score Sheet with the members of CDAC. The score sheet aligns with the revised application form. The members of CDAC compared each rating category against the application and lauded the simplicity of the review process. Margaret Chittenden requested that the application page numbers be added to the score sheet rating factors. The other members of CDAC agreed. Roy Delgado motioned and Kevin Medema seconded the motion to approve the 2020-21 CDBG RFP Score Sheet with minor edits. CDAC unanimously approved the motion by voice vote.

5. 2020-21 CDBG RFP APPLICATION PACKAGE

Matt Utyro reviewed the 2020-21 CDBG RFP Package with the members of CDAC. The package this year had minor and major changes from the year before. Matt Utyro discussed the minor changes, such as the calendar adjustments and funding amount. He also described the major changes to the budget requirements and the minimum request. The members of CDAC asked questions about the changes. During the review, a few minor edits were discovered. Matt Utyro will include an email address for the application submission and adjust the calendar. The members of CDAC expressed thanks for an improved application process. Roy Delgado motioned and Chris Riggs seconded the motion to approve the 2020-21 CDBG RFP Application Package with minor edits. CDAC unanimously approved the motion by voice vote.

6. CDBG PROJECT STATUS UPDATE

Matt Utyro reviewed the CDBG Project Status Update memorandum with Members of CDAC. The memorandum was handed out at the meeting, and it contained progress notes, charts, and pictures for open CDBG projects.

7. STAFF ANNOUNCEMENTS

Matt Utyro announced that the Human Services Department, Housing and Community Development Division, was awarded a lead-based paint hazard reduction grant from HUD.

8. CALL TO THE PUBLIC

Chair Rui Pereira called to the public at 7:23 PM. At that time, members of the public attending by phone were asked to announce themselves. The names were recorded in “Members of the Public PRESENT,” above.

9. ADJOURNMENT

Having no further business before the Committee, the meeting was adjourned at 7:26 PM.