

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
REGULAR MEETING  
November 13, 2019**

**DRAFT MINUTES**

**MEMBER OR ALTERNATE**

**REPRESENTING**

**PRESENT**

Jeanine Guy	Buckeye	Attended by phone
Roy Delgado	El Mirage	
James “Bud” Turner	Gila Bend	
Brannon Hampton	Goodyear	
John Carnero	Tolleson	
Rui Pereira	Wickenburg	Attended by phone
Margaret Chittenden	Youngtown	
Kevin Medema	District 2	
Sharman Hickman	District 4	

**ABSENT**

Jacki Taylor	District 1
Marshall Hunt	District 2
Tony Gutowski	District 3
Ricardo Vital	Guadalupe

**MCHSD Staff PRESENT**

Rachel Milne  
Matt Utyro  
Scott Hall

**Members of the Public PRESENT**

Anita Norton, El Mirage  
Katherine Valenzuela, Gila Bend  
Beverly Turner, Gila Bend  
Christina Panaitescu, Goodyear  
Noel Schaus, Tolleson  
Susan Hout, Youngtown

**1. CALL TO ORDER**

Vice-Chair John Carnero called the meeting to order at 6:30 PM.

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

Matt Utyro took roll call. Nine (9) members were present. A quorum was established. Two (2) alternate members attended the meeting as member of the public.

**3. APPROVAL OF OCTOBER 9, 2019 MINUTES**

The members of CDAC reviewed the minutes. Margaret Chittenden motioned and Roy Delgado seconded the motion to approve the October 9, 2019 CDAC meeting minutes. CDAC unanimously approved the motion by voice vote.

**4. PY18-19 CONTRACT TERMINATION DATE REQUEST**

Matt Utyro reviewed the letter to CDAC regarding IGA termination date extensions for PY2018-19 Projects. Matt Utyro explained that the PY2018-19 agreements with CDBG subrecipients did not provide a full 24 months for the contract term. This error was currently impacting the agreements with Tolleson and Gila Bend. County Staff requested approval from CDAC to adjust the contract termination dates, if requested by the subrecipients. Roy Delgado requested an explanation of the error. Matt Utyro and Rachel Milne took responsibility for the error and explained that the mistake happened during the transition from the previous CDBG Project Coordinator. Roy Delgado motioned and Brannon Hampton seconded the motion to approve the contract termination date extensions for remaining PY2018-19 CDBG agreements. CDAC unanimously approved the motion by voice vote.

**5. TOLLESON BUDGET ADJUSTMENT REQUEST**

Noel Schaus from the City of Tolleson requested a budget adjustment to Tolleson's PY2018-19 CDBG agreement. She explained that the budget adjustment was necessary to complete the project. The project is more than 50% complete and new budget is an accurate representation of how the funds will be spent. She explained that the adjustments will move cost savings from some items into direct construction. It will also give the city the ability to pay for flood insurance for homes in flood plains. Brannon Hampton asked if the adjustment would add costs for CDAC. Noel Schaus explained that it would not. Roy Delgado motioned and Brannon Hampton seconded the motion to approve the request from the City of Tolleson. CDAC unanimously approved the motion by voice vote.

**6. GILA BEND BUDGET ADJUSTMENT REQUEST**

Katherine Valenzuela, the Town Manager of Gila Bend, requested a budget adjustment to Gila Bend's PY2018-19 CDBG agreement. She explained that the budget adjustment would move engineering funds into funds for construction. The engineering funds are available because the engineering costs were much lower than anticipated. The adjustment would increase the amount available for construction. Roy Delgado motioned and Brannon Hampton seconded the motion to

approve the request from the Town of Gila Bend. CDAC unanimously approved the motion by voice vote.

**7. HSD HOMELESS PROGRAMS UPDATE**

Scott Hall, the Homelessness Project Program Manager for Maricopa County, presented an update on the homelessness programs for Maricopa County, including its partnerships with other units of local governments and nonprofits. Scott Hall reviewed the Point-In-Time Count for earlier this year, and he explained the current trends in homelessness. He recommended the following link for more information: <https://www.azmag.gov/Programs/Homelessness/Point-In-Time-Homeless-Count>. Additionally, Scott Hall provided an overview of new homelessness programs for PY2020. The new programs include new IHELP shelter and navigation services. The Members of CDAC discussed many related items with Scott, and they thanked him for the presentation.

**8. HSD ANNUAL REPORT**

Rachel Milne presented the Human Services Department's Annual Report for FY19. She described the Housing and Community Development Division's accomplishments, which included CDBG project in Gila Bend, Goodyear, and Youngtown.

**9. 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.

**10. STAFF ANNOUNCEMENTS**

Matt Utyro announced that the CDBG Orientation for PY2020-21 applications was held on October 23rd. He reminded CDAC that applications are due on December 5, 2019, and he encouraged them to direct potential applications to County Staff for assistance. Rachel Milne announced that the CDAC meeting December will likely be cancelled.

**11. CALL TO THE PUBLIC**

Vice-Chair John Carnero called to the public at 7:20 PM. No public comments were received.

**12. ADJOURNMENT**

Having no further business before the Committee, the meeting was adjourned at 7:21 PM.