



HUMAN SERVICES  
DEPARTMENT

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
MEETING MINUTES**

Wednesday, January 12, 2022 4:00 PM

City/Town or BOS District	CDAC Representative/Alternate	
<b>Buckeye</b>	Jeanine Guy	Absent
<b>El Mirage</b>	Roy Delgado	Present
<b>Gila Bend</b>	Bud Turner	Present
<b>Guadalupe</b>	Ricardo Vital	Absent
<b>Tolleson</b>	Clorinda Erives	Present
<b>Wickenburg</b>	Rui Pereira	Absent
<b>Youngtown</b>	Margaret Chittenden	Present
<b>District 1</b>	Jacki Taylor	Present
<b>District 1</b>	Amanda Nosbisch	Absent
<b>District 2</b>	Marshall Hunt	Absent
<b>District 2</b>	Kevin Medema	Present
<b>District 3</b>	Tony Gutowski	Present
<b>District 4</b>	Sharman Hickman	Absent
<b>District 4</b>	Ira McCullough	Absent
<b>District 5</b>	David Galaviz	Present
<b>El Mirage Alternate</b>	Anita Norton	Present
<b>Youngtown Alternate</b>	Susan Hout	Present

<b>Public Present</b>	
Autumn Grooms	<b>El Mirage</b>
Kathy Valenzuela	<b>Gila Bend</b>
Noel Schaus	<b>Tolleson</b>
Santiago Cornejo	<b>Tolleson</b>
Jennifer Drury	<b>Guadalupe</b>

<b>Staff Present</b>	
Rachel Milne	<b>Maricopa County</b>
Shawn Pierce	<b>Maricopa County</b>



*Accommodations for Individuals with Disabilities - For assistance, call Community Development, 234 North Central, Third Floor, Phoenix, Arizona 85004, (602) 506-5911, or TTY 1-800-367-8939 or Arizona Relay Service 711. To the extent possible, additional reasonable accommodations will be made available within time constraints of the request.*





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Item #	Action:	Presenter
1.	<p><b>Call to Order:</b> Chairman Delgado called the meeting to order at 4:02 PM</p>	Chairperson
2.	<p><b>Welcome and Roll Call:</b> Mr. Pierce conducted roll call of the CDAC members with eight (8) members and two (2) alternates attending, quorum was noted. Five (5) members of the public and two (2) Maricopa County staff were present.</p>	Shawn Pierce
3.	<p>* <b>December 8, 2021 - Meeting Minutes:</b> Chairman Delgado called for a motion to the approve the December 8 CDAC meeting minutes. Representative Chittenden motioned to approve Representative Gutowski seconded the motion Motion passed unanimously</p>	Chairperson
4.	<p><b>2022-23 Urban County CDBG Funding Requests</b> Mr. Pierce provided an overview the request for funding applications, the review process and timeline.  Mr. Pierce reminded the CDAC members of the upcoming meetings including Applicant Presentation night on January 26th and CDAC Work Session for Funding Determinations on February 9th.</p>	Shawn Pierce
5.	<p><b>Review of Scoring Process:</b> Ms. Milne review the proposal scoring process for CDAC members. Ms. Milne reminded the CDAC members the deadline to submit score sheets is February 7th at noon, which will provide staff an opportunity to develop options for funding recommendation. Ms. Milne explained the proposal scores are averaged and the proposal are ranked in order from highest to lowest. The proposal rankings will be presented to the CDAC at the February 9th meeting.  Ms. Milne noted that County staff have completed scoring the Past Performance, Recently Awarded CDBG funding, and CDAC priority factors.</p>	Rachel Milne
6.	<p><b>Staff Announcements:</b></p>	Rachel Milne



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	<p>Ms. Milne congratulated Mr. Pierce on being named the Human Service Deputy Director and thanked him for continuing to support the CDAC through the Funding Application Process.</p> <p>Ms. Milne explained the County is searching for a new CDBG Coordinator.</p>	
7.	<p><b>Call to Public:</b></p> <p>Chairman Delgado opened the meeting to the public. No public comment was received during this time.</p>	Chairperson
8.	<p><b>Adjournment:</b></p> <p>Chairman Delgado called for a motion to adjourn the meeting at 4:21 PM.</p> <p>Representative Gutowski motion to adjourn Representative Erives seconded the motion Motion passed unanimously</p>	Chairperson

\* Designates Possible Action Items





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**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
MEETING**

Wednesday, December 8, 2021, 4:00 PM  
Via GoTo Meeting

City/Town or BOS District	CDAC Representative/Alternate	
<b>Buckeye</b>	Jeanine Guy	Absent
<b>El Mirage</b>	Roy Delgado	Present
<b>Gila Bend</b>	Bud Turner	Present
<b>Guadalupe</b>	Ricardo Vital	Absent
<b>Tolleson</b>	Clorinda Erives	Present
<b>Wickenburg</b>	Rui Pereira	Present
<b>Youngtown</b>	Margaret Chittenden	Present
<b>District 1</b>	Jacki Taylor	Present
<b>District 1</b>	Amanda Nosbisch	Present
<b>District 2</b>	Marshall Hunt	Present
<b>District 2</b>	Kevin Medema	Absent
<b>District 3</b>	Tony Gutowski	Present
<b>District 4</b>	Sharman Hickman	Absent
<b>District 4</b>	Ira McCullough	Present
<b>District 5</b>	David Galaviz	Present

<b>Public Present</b>	
Autumn Grooms	<b>El Mirage</b>
Kathy Valenzuela	<b>Gila Bend</b>
Noel Schaus	<b>Tolleson</b>
Santiago Cornejo	<b>Tolleson</b>
Deborah Musselman	<b>Arizona Fire and Medical Authority</b>
Brad Puckett	<b>Arizona Fire and Medical Authority</b>

<b>Staff Present</b>	
Rachel Milne	<b>Maricopa County</b>
Shawn Pierce	<b>Maricopa County</b>
Jacqueline Edwards	<b>Maricopa County</b>



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Item #	Action:	Presenter
9.	<b>Call to Order:</b> Chairman Delgado called the meeting to order at 4:01 PM	Chairperson
10.	<b>Welcome and Roll Call</b> Mr. Pierce conducted roll call of the CDAC member with eleven (11) members present, quorum was noted. Six (6) members of public and three (3) Maricopa County staff were present.	Shawn Pierce
11.	<b>Introduction of HSD Director Jacqueline Edwards</b> Ms. Milne introduced Ms. Edwards, the recently appointed Maricopa County Human Services Director. Ms. Edwards thanked the CDAC members and the respective city/town staff for the successes with the Community Development Block Grant (CDBG) Urban County program through the years. Ms. Edwards encouraged the members, and their respective staff continue to engage their communities and congressional representatives to the benefits of the CDBG program.	Rachel Milne
12.	<b>* October 13<sup>th</sup> CDAC Meeting Minutes</b> Chairman Delgado called for a motion to approve the October 13 CDAC meeting minutes. Vice Chair Pereira motioned to approve. Representative Erives seconded the motion. Motion passed unanimously.	Chairperson
13.	<b>* Reallocation of CDBG funding for AFMA Tonopah/Wittmann</b> Mr. Pierce reminded the CDAC members of the previous actions approving the Arizona Fire and Medical Authority (AFMA) for funding for the Tonopah (Station 341) and Wittmann (Station 106) for electrical generators. Two actions, one in February 2021 and the supplemental funding in September 2021 which included Wittmann. Mr. Pierce explained that during the project set up for Wittmann, the CDBG national objective for Low- and Moderate-Income (LMI) Area benefit was not achieved. Maricopa County projects qualify as an “Exception Community” meaning all projects meet benefit at least 49.53% LMI persons. The Wittmann project location and the service area did not achieve that threshold. The County was not able to fund the Wittmann portion of the project. The County worked with the AFMA planning Chief to confirm the HUD census data and identify other means to achieve the LMI benefit.	Shawn Pierce





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	<p>Unfortunately, none of the LMI tests provided a result that met or surpassed the 49.53% LMI benefit.</p> <p>The AFMA subsequently requested that funding originally designated for Wittmann reallocated to Tonopah for additional safety improvements.</p> <p>Ms. Musselman, Management Analyst for the AFMA, provided an overview of the reallocation request which includes the installation of perimeter fencing and new well, water tank, and pumping apparatus for the Tonopah station. The AFMA began managing the Tonopah station in 2019 and identified numerous required improvements necessary to ensure the continued use and improved safety of the Tonopah Fire Station.</p> <p>Chairman Delgado asked the AFMA representatives about the equipment maintenance schedule and how the AFMA will protect the CDAC investment at the Tonopah station.</p> <p>Chief Brad Puckett, Division Chief for the AFMA, explained the Tonopah station experienced several years with deferred maintenance, prior to 2019, and the AFMA has a maintenance plan in place for all stations. Currently the AFMA is working to identify resources and opportunities to improve the functionality of the station.</p> <p>Representative Chittenden asked how the determination of benefits was determined. Mr. Pierce explained the County is required to enter the project into the U.S. Department of Housing and Urban Department (HUD) project reporting database (IDIS). The database is updated annually with the most recent income data and using the census tract information determines the percent of LMI residents in the census tract.</p> <p>Chairman Delgado called for a motion to approve the reallocation.</p> <p>Vice Chair Pereira motioned to reallocate funds originally designated to Wittmann Fire Station (Station 106) be allocated to the Tonopah Fire Station (Station 341) to add to the scope of work the installation of the perimeter safety fencing and improvement to the well, water tank, and associated equipment.</p> <p>Representative Chittenden seconded the motion.</p> <p>The motion passed unanimously.</p>	
14.	<p><b>Update on submitted 2022-23 Annual Allocation Process applications</b></p> <p>Mr. Pierce informed the attendees that eight (8) funding requests were received from Urban County members and non-profits</p>	Shawn Pierce





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	<p>serving the Urban County. The total request amount was \$3,527,016.</p> <p>Mr. Pierce reviewed the upcoming steps in the annual allocation process, including the eligibility review, technical reviews, and applicant's response to the technical review.</p> <p>Mr. Pierce mentioned the proposals will be available to the CDAC members by January 10, 2022.</p> <p>The next CDAC meeting will be January 12, 2022, where County staff review the proposals and the review process.</p> <p>The following meeting, January 26, 2022, will be the meeting for applicants to present their proposals.</p> <p>CDAC members will score the proposals from January 26 to February 4<sup>th</sup>. Score sheets are due by noon on February 4<sup>th</sup>.</p> <p>The CDAC meeting on February 9<sup>th</sup> will be a work session to determine the funding recommendations to be presented to the Board of Supervisors.</p>	
15.	<p><b>Announcements</b></p> <p>Ms. Milne announced the Board of Supervisors approved \$28 million dollars in American Rescue Plan Act (ARPA) funding for homeless services, new shelter beds, and Rapid Rehousing funding. The Human Services Department, Housing and Community Development Division is administrating the funds and project oversight of the ARPA funds mentioned above. The press release will be sent out to the CDAC members.</p>	Rachel Milne
16.	<p>Call to Public</p> <p>Chairman Delgado opened the meeting to the public.</p> <p>No public comment was received during this time.</p>	Chairperson
17.	<p>Adjournment</p> <p>Chairman Delgado called for a motion to adjourn the meeting at 4:48 PM.</p> <p>Representative Turner motioned to adjourn.</p> <p>Representative Erives seconded the motion.</p> <p>Motion passed unanimously.</p>	Chairperson

