

**Approved Minutes of the Maricopa HOME Consortium Public Meeting  
February 21, 2019  
9:30 a.m.**

Consortium Members Present:

Matthew Hess, City of Avondale  
Karin Bishop, City of Chandler  
Melanie Dykstra, Town of Gilbert (Telephonically)  
Renee Ayres-Benavidez, City of Glendale (Telephonically)  
Rachel Milne, Chair, Maricopa County  
Michele Payakovich, City of Scottsdale (Telephonically)  
Adam Lane, City of Surprise  
Elizabeth Garcia, City of Tempe

Others Present:

Carissa Cyr, Maricopa County  
Regina Marette, Maricopa County  
Lina Alam, Maricopa County  
Matt Utyro, Maricopa County  
Zelia Miranda, Maricopa County

**1. Call to Order**

At 9:35 a.m., Rachel Milne, the Chair, called to order the February 21, 2019 Maricopa HOME Consortium Public Meeting, held in the Roosevelt Room, at 234 North Central Ave., 3<sup>rd</sup> Floor, Phoenix, Arizona 85004.

**2. Roll Call**

Regina Marette called the roll and a quorum was established.

**3. Introductions**

Members in the room and on the conference call introduced themselves.

**4. Approval of Minutes (1/17/19)**

Rachel Milne called for a motion to approve the minutes of the January 17, 2019 monthly HOME Consortium Public Meeting. Matt Hess motioned to approve. The motion was seconded by Karin Bishop and passed unanimously.

**5. Environmental Review Record-Subcommittee Recommendations**

The subcommittee met last week and focused on creating a check list to provide direction on steps to take when an environmental review is received at the County. The check list will be made available at the environmental review training.

The subcommittee agreed to distribute a copy of the HUD Guide to Environmental Compliance: NEPA-Related Statutes, Authorities and Requirements matrix which addresses each compliance factor and direction on the action required. A CEST form with links to each compliance factor was also provided. A County sample CEST form will be shared and reviewed with the Consortium at the training.

In an effort to streamline uploading documents to the County, a file sharing program has been requested. Once the County IT department has more information it will be forwarded to the Consortium.

It was agreed upon by the subcommittee that site and field visits will be emphasized in all environmental reviews going forward.

The goal of the subcommittee remains to work together to solve problems with environmental reviews and invite open communications within the sub-committee and the Consortium in general.

The environmental review training will be hosted in the County computer lab on Monday, February 25, 2019 from 9 a.m. to 1 p.m. The training will cover working on the check list and reviewing the documents provided today. All Consortium members and CHDO members are invited to attend.

A brief discussion was held regarding each Consortium member use HEROS to handle their own Tier I and to submit Tier II to the County for approval. Rachel clarified that although the County must sign off on all environmental reviews for each Consortium member, the levels of review are not quite set up yet by HUD. Not all Consortium members have access to HEROS, but Rachel welcomes those that do to submit to the County for a trial run in HEROS.

#### **6. Reallocation of \$80,000.15 in 2017 CHDO funding**

Newtown and ARM submitted proposals for the 2017 CHDO funds Guadalupe CDC decided not to accept. An outline with details was provided in the packet. Newtown received all of the points from the subcommittee due to adding an additional unit and requesting the entire amount of available funds. ARM did not request the full amount of available funds and would have only increased the existing 2017 activity by a bedroom size.

The subcommittee recommends allocating \$80,000.15 to Newtown for the 2017 CHDO funds.

Regina Marette called for a motion to approve the reallocation of the 2017 CHDO funds in the amount of \$80,000.15 to Newtown. Renee Ayres-Benavidez motioned to approve. The motion was seconded by Matt Hess and Karin Bishop and passed unanimously.

#### **7. Approval of CHDO Subcommittee Recommendations for PY 2019**

Applications were received from ARM, Newtown, and Trellis for a combined total of \$1,487,600.00. An estimated \$650,000 is expected to be distributed to the County.

The subcommittee recommended awarding \$265,000 to ARM, \$230,000 to Newtown, and \$155,000 to Trellis. A handout was provided with the details of each activity and requested funding. Should the funds be over or under \$650,000, the subcommittee provided alternative funding recommendations to award ARM with \$265,000, Trellis with \$155,000, and Newtown to receive the remaining balance of funds due to their program flexibility.

Regina Marette called for a motion to approve the CHDO subcommittee recommendation of funding. Renee Ayres-Benavidez motioned to approve. The motion was seconded by Karin Bishop and passed unanimously.

## **8. Update on the 2019 Annual Plan and the 2020-2025 Consolidated Plan**

The County has submitted the Consolidated Plan and Analysis of Impediment scopes to procurement. It is still in process and does not yet have a release date.

Four cities have submitted all required documents for the 2019 Annual Action Plan. Two of the remaining four have outstanding word contributions that were due in the beginning of February. Carissa is requesting that those be submitted as soon as possible and reminded the Consortium the excel file is due tomorrow.

Carissa reports that there should be no issues with going for public comment with the draft in mid-March, which will include all contingencies.

Consortium Members will be asked to notify the county in March if they have made any Amendments to their Consolidated Plan or Action Plans during this program year. After that, the plans will be opened in IDIS so the cities/towns can make their updates, and then the County will resubmit all plans back to HUD in IDIS.

## **9. Announcements**

- HOME Consortium 3 Year IGA – All comments have been submitted to the County attorney for review. The Consortium will be made aware of her comments when they are received.
- Section 3 Business Registry – The County is working with the rehab contractors to get them signed up to be added to the HOME Consortium Section 3 Business Registry that will be featured on the County website.
- Adam Lane was introduced as the newest employee and Consortium member of the City of Surprise.

## **10. Call to the Public**

The public had no comment.

## **11. Adjournment**

There being no other business, the Chair entertained a motion for adjournment by Matt Hess and seconded by Karin Bishop. The motion passed unanimously. The meeting was adjourned at approximately 10:06 a.m. The next scheduled public meeting will be 3/21/2019 unless there are no discussion items, in which case it will be cancelled.

Respectfully submitted,

Zelia Miranda  
Recording Secretary