

**Minutes of the Maricopa HOME Consortium Public Meeting  
May 19, 2022, 9:30 am**

Consortium Members Present:

Regina Marette, City of Avondale  
Karin Bishop, City of Chandler  
Melanie Dykstra, Town of Gilbert  
Matt Hess, City of Glendale  
Rachel Milne, Chair, Maricopa County  
Jaime Gonzalez, City of Peoria  
Mary Witkofski, City of Scottsdale  
Adam Lane, City of Surprise  
Elizabeth Garcia, City of Tempe

Others Present:

Jennifer Lauria, Town of Gilbert  
Trilese DiLeo, City of Glendale  
Carissa Cyr, Maricopa County  
Jamie Macfarlane, Maricopa County  
Alexia Grady, Maricopa County  
Chad Beougher, City of Scottsdale  
Deanne Blandford, City of Surprise  
Karia Basta, Arizona Department of Economic Security

**1. Call to Order**

At 9:30 a.m., Rachel Milne, the Chair, called to order the May 19, 2022 Maricopa HOME Consortium Public Meeting, held virtually as a response to COVID-19.

**2. Roll Call**

Carissa Cyr called the roll, and a quorum was established.

**3. Approval of Minutes (4/21/22)**

Rachel Milne called for a motion to approve the minutes of the April 21, 2022 monthly HOME Consortium Public Meeting. Karin Bishop motioned to approve the minutes. The motion was seconded by Regina Marette. The motion was passed unanimously.

**4. Fiscal Year End Deadline – Submit Invoices by July 15th**

Rachel Milne discussed with the members that the County is requesting all administrative invoices to be submitted by July 15<sup>th</sup> to make the fiscal year deadline. She explained that these types of invoices that are submitted late are subject to monitoring findings. She stated that multiple emails will be sent as reminders from the County to the members before that deadline.

**5. Collaborative Funding Workshop**

Rachel reminded the members that there were volunteers from the previous meeting who were interested in being part of this workgroup to explore collaborative funding options for future HOME Entitlement funds. Elizabeth Garcia indicated that Tempe would also participate in the workgroup. Rachel stated that the County will facilitate those meetings and that the goal is to convene this group over the summer.

**6. Announcements:**

HOME-ARP Allocation Plan Approved & Next Steps:

Carissa Cyr notified the members that the HOME-ARP Allocation plan was accepted by HUD without further questions or feedback. She thanked the members for their work on the plan. She stated that she will post the approved plan on the County website for members to access. She stated the next steps are to begin working on contracts and asked if any members are ready to move forward regarding HOME-ARP that they contact the County.

Elizabeth Garcia then asked who would be responsible for environmental reviews. Rachel responded by stating that Consortium members are still responsible for completing environmental reviews for HOME-ARP funds.

#### Annual Action Plan PY23 Submission Timeline:

Carissa reminded members HUD released funding allocations May 13<sup>th</sup> and that there is a 60-day window after the date of release to submit the action plan. Carissa stated that she was still expecting to submit the plan by the third week of June. Karin Bishop notified the group that she was anticipating a delay and asked to speak with Carissa after the current meeting. Matt Hess advised that after speaking with HUD representative Stephanie Knox, he was informed that it may be possible to submit the plan each time a city is ready. Carissa acknowledged she would be open to this but would need to speak with Stephanie directly about how that process would work regarding IDIS and submitted versus closed statuses. She expressed that she would want to make sure the plan stayed open to allow the other cities time to submit their information and further work on their plans. Adam Lane then informed the members that he also had a similar conversation with Stephanie and explained the possible process as to how submissions and status changes in IDIS would work. Carissa stated that she is open to this change and would follow up with Stephanie Knox. She thanked the members for this new information.

#### HOME PY23 Allocations:

Carissa stated the HOME allocations were sent out on 5/18/2022 and thanked the members for their patience. She noted there was an overall increase in HOME funding this year and that those who are funding more than one project would hear from her to further discuss their allocation break down. Carissa then asked for questions.

#### 3-Year Consortium IGA – Process begins in September:

Rachel stated that the current 3-Year IGA is coming to the end of its first year. She stated that it is time to start planning for the next 3-year period. She shared a timeline with the members. She stated that IGA renewal will be a topic on the September 2022 HOME Consortium meeting. She stated that it has been on auto-renewal. Rachel explained that in September it will be time to decide if the IGA will continue to be auto renewed or if it will need to have changes made. Rachel then explained the potential changes including adding a new member specifically the Town of Goodyear as they are eligible. She briefly explained that processes for changes and auto renew. Karin asked for this timeline to be released to members. Rachel stated this timeline will be released at the same time minutes are posted.

#### New HOME Project Coordinator:

Rachel informed the members that the County's new HOME Project Coordinator is starting Monday, May 23<sup>rd</sup> and will be reaching out to introduce himself to the Consortium members before the next HOME Consortium meeting in July. She stated that he will also be facilitating the HOME-ARP workgroup.

## **7. Roundtable Discussion**

Consortium members gave updates for their cities/town on their HOME activities and staffing.

Rachel gave an update from the County. Rachel stated that all of the CHDOs will be receiving some ARPA funds to help with the HOME subsidy limit. Rachel then asked Jamie Macfarlane to give the members updates regarding her work regarding the \$65 million affordable housing budget she is coordinating.

Jamie stated that she is working with 14 contracts and listed the various projects these contracts are addressing. She told the members to provide her with suggestions as she is writing the next RFP for projects that are needed in the community.

Rachel mentioned the upcoming AZ NAHRO conference on August 4<sup>th</sup> and 5<sup>th</sup>, and asked the members to reach out with suggestions for session topics which were more CPD focused since the conference has heavily focused on public housing in previous years.

Rachel announced that this is her final meeting acting as chair for the HOME Consortium. She thanked the members for their participation over the preceding 6 years.

**8. Call to Public**

The public had no comment. Rachel introduced Karia Basta to the members and asked her to share any comments she had with the group. Karia thanked Rachel for the introduction and appreciated being present during the meeting to hear how the members work together. She then thanked the members for the work they do.

**9. Adjournment**

There being no other business, the Chair entertained a motion for adjournment by Regina Marette and seconded by Karin Bishop the motion passed unanimously. The meeting was adjourned at approximately 10:16 a.m.

Respectfully submitted,

*Alexia Grady*

Alexia Grady, Recording Secretary

Approved at the October 20, 2023 meeting