

**Minutes of the Maricopa HOME Consortium Public Meeting
October 20, 2022 9:31 am**

Consortium Members Present:

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

Others Present:

Trilese DiLeo, City of Glendale
Jennifer Lauria, Town of Gilbert
Chad Beougher, City of Scottsdale
Janae Mitchell, City of Surprise
Carl Eastin, Maricopa County
Alexia Grady, Maricopa County

1. Call to Order

At 9:31 a.m., Jamie MacFarlane, the Chair, called to order the October 20, 2022 Maricopa HOME Consortium Public Meeting, held virtually as a response to COVID-19.

2. Roll Call

Carl Eastin called the roll, and a quorum was established.

3. Approval of Minutes (5/19/22)

Jamie MacFarlane called for a motion to approve the minutes of the May 19, 2022 monthly HOME Consortium Public Meeting. Matt Hess motioned to approve the minutes. The motion was seconded by Jaime Gonzalez. The motion was passed unanimously.

4. Introduction of New Staff

Jamie Macfarlane thanked the members for attending the meeting. She explained that there has been a large staffing transition at the County. Jamie Introduced her position as the Affordable Housing Development Coordinator but that she is also stepping in to help assist the HOME program as training is being conducted in the department. Jamie then introduced the members to Carl Eastin who is the current HOME Coordinator for Maricopa County. Carl briefly introduced himself to the members. Jamie then instructed the members to include both herself and Carl Eastin on Consortium and HOME related emails moving forward.

5. CAPER Update

Jamie informed the members that the CAPER has been submitted and HUD appears to be reviewing the submissions and sending out comments. Jamie stated that Stephanie Knox, the HUD Representative, had asked Jamie to relay that the CAPER is due on September 28th and that there was an error in the Citizen Participation Plan that stated the due date as the 30th. This date is incorrect, and Jamie informed the members that this will be revised to reflect the correct date.

Matt Hess asked Jamie if there would be an issue related to that date being incorrect including if past submissions aligned with that date? Jamie stated that Stephanie did not inform her of any

consequences. She restated that Stephanie's instructions to her were for the members to be informed so that issue will not repeat in years moving forward. Jamie apologized to the members for the error and told the group that once the correction is made, she would let the members know.

6. Finance Update

Jamie spoke to the members about the financial reconciliation that is being completed at this time and let them know that any additional questions regarding finances are a result of the team making sure all records are accurate regarding financial documentation. Jamie informed the members that a new Grants Accountant will be starting on Monday, October 24th with Maricopa County. She stated that they intend to start giving out monthly financial statements now that this position has been filled. Karin Bishop asked if the members could know who the individual is that will be the Grants Accountant. Jamie responded that once he starts, she will send an introduction email to the members during his first week.

Jamie then asked the members to please send all invoice related emails to her and Carl Eastin's email address as well as the Finance team email. She stated the Finance team email address as hsdfinance@maricopa.gov.

Jamie then moved to the topic of Quarterly Reports. She explained that a new process is being requested per Maricopa County's Contracts and Finance team. This process asks that Consortium Members will start providing forecasting expenditures. She stated that this will be included in the Quarterly Reports as a Quarterly Expenditure Forecast. This forecast will be for a period of two years out for budgeting purposes. She asked the members for questions about this new process. Karin Bishop stated she had concerns about projecting expenditures for acquisitions and rehabs. Karin Bishop and Melanie Dykstra both spoke about the impact contract execution plays in financial expenditure projections. Jamie told the members to think about the projections regarding their own annual budgeting processes as an idea of what the County will be looking for.

7. Contracts Status Work Statements

Jamie told the members that the County is currently working on creating the Work Statements for all activities and program years that have not yet been provided funding. She stated they would all be completed as a part of amendments to existing contracts. She stated these Work Statements will be sent to the members early the following week. She then explained after they are returned to the country, there will be a 2-week estimated turn around to create the amendment and have it reviewed by legal counsel within the County.

Jamie then informed the members that Maricopa County's Contracts Department will be sending contracts out as an approved as written format. She encouraged the members to contact herself if any concerns or questions arise regarding this update. Jamie then explained that members can work collaboratively with herself to follow up on Board of Supervisor meetings that would be applicable to each member's schedule after they have completed their internal processes for contract approval.

Jamie told the members that the HOME ARP contracts would also follow this same process. She advised the members to communicate with her on any changes in activities or if members are not ready for that money at this time.

Regina Marette asked about the specificity of the type of activities that would be completed with the HOME ARP funding. Regina wanted to know if the type of activity could be adjusted. Jamie stated that

she believed that activities could be adjusted but to let her know if the adjustment is different than what was stated in the Action Plan. Jamie told the members that she could work on a case-by-case basis based on the adjustment proposed.

Matt Hess asked for clarification as to if the Work Statements would be done as a single amendment or if they would be separated by year. Jamie stated that for members who had the same activity spanning multiple years, they would be included on one Work Statement. She told members that changes to their Work Statements can be accomplished by reaching out to herself and Carl Eastin directly.

Melanie Dykstra then asked what the timeframe was to getting HOME ARP funding released? Jamie explained the estimated two-week turn around for the County's contract and legal process. She then discussed further that the members will take the amendments to their own Town and City councils at that point. Jamie then stated she would work with members directly on getting the amendments scheduled for the Board of Supervisors meeting once the members had shared their timelines with her.

3-Year Consortium IGA

Jamie explained that this topic was not listed as a possible action item, however, she did want to briefly discuss this with the members as it was referenced in the meeting from May. She told the members they would receive an email from the County asking if they are interested in opting for an automatic renewal or if they will want changes to the 3-Year IGA. Jamie stated a formal vote will occur at the next Home Consortium meeting. Karin Bishop asked if the cities and towns will need to prepare a resolution. Jamie told the members she will investigate the process further and pass that information onto the members once she has researched it.

Karin Bishop asked Jamie if HUD had provided guidance regarding contractual language specific to HOME ARP. Jamie stated that HUD had not. She then told the members that upon receiving the Work Statements, if they have questions regarding language, to contact herself for guidance.

Matt Hess asked about the lead time needed to get documents on the County's Board of Supervisor meetings. Jamie explained that due to the County's process, she can get it added to an agenda a day or two ahead of time and to work with her directly on each of their timelines and needs.

8. CHDO Review

Jamie then informed the members that it is now time to start forming the CHDO Review Committee. She explained that the funding notices have been posted on the Maricopa County website in the amount of \$770,000.00 in CHDO funds based on last year's allocation and 1.8 million in HOME entitlement funds. She stated that applications will be due on December 1st, 2022. Jamie stated that the County will be asking for 3 volunteers from the Consortium to be on the Committee and will determine who those individuals will be in the next HOME Consortium Meeting.

Carl Eastin then reviewed the following schedule with the members.

- 10/20/2022 – Optional CHDO Orientation
- 12/1/2022 Deadline for CHDO Applications
- 1/20/2023 CHDO Presentations will occur at the January HOME Consortium Meeting
- 1/20/2023 Resolution of Support and Market Study Certifications Due
- 2/16/2023 Consortium makes CHDO funding recommendations at the February HOME Consortium Meeting

- Board of Supervisors' approval of Annual Action Plan tentative April 2023

9. Roundtable Discussion

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

Karin Bishop asked the members if anyone in the group had not received the HUD Grant Agreement at this time? Several of the members raised their hands visible on camera. Regina Marette stated that in speaking with her HUD Representative recently, she was informed that there was a delay in Fort Worth regarding processing of agreements. Regina informed the members that her representative shared that the delay at that location appears to be impacting many agencies in getting their HUD Grant Agreements in a timely manner.

Jamie asked the members if they were still interested in forming a collaborative workgroup to address affordable housing needs together. Melanie Dykstra and Karin Bishop both stated that they would have interest in starting those types of conversations. Jamie suggested taking action on this topic early in 2023.

10. Call to Public

The public had no comment.

11. Adjournment

There being no other business, the Chair entertained a motion for adjournment by Melanie Dykstra and seconded by Matt Hess the motion passed unanimously. The meeting was adjourned at approximately 10:35 a.m.

Respectfully submitted,

Alexia Grady

Alexia Grady, Recording Secretary