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Neighborhood and Family Services Commission
City of Avondale, Arizona
Meeting Minutes


Jerome Brownlee Jr (Jun 30, 2022 17:52 PDT)

Chair

CERTIFICATION AND ATTESTATION

I hereby certify that the accompanying document is a true and correct copy of the minutes of the aforementioned meeting. I further certify that the meeting was duly called and held, and that the quorum was present.


Paula Swenson (Jun 30, 2022 10:19 PDT)

Staff Liaison

6/29/2022

Date Approved





Neighborhood and Family Services Commission Meeting
Wednesday, February 23, 2022, 6:00 p.m.
AZ Complete Health Avondale Resource Center, Avondale, AZ 85323
Aravaipa Conference Room
MEETING MINUTES

Commission Members in Attendance: Jerome Brownlee, Jr., Hilary McKillip, Alternate Maxine White, Dawn Gerundo, Oliver Morrison

Commission Members Excused: Nellie Goetz, Fabian Prado, Michelle McMullen

City Staff and Guests in Attendance: Assistant Neighborhood & Family Services Director Edith Baltierrez, Neighborhood & Family Services Director Chris Lopez, Senior Services Manager Sandy Lopez, Administrative Assistant Paula Swenson

1. Call to Order

The Neighborhood and Family Services Commission meeting was called to order by Chairperson Brownlee at 6:02 p.m.

2. Review and Approval of the September 29, 2021 Meeting Minutes

Ms. McKillip made a motion to accept the minutes as written. Ms. Gerundo seconded the motion. The minutes were approved unanimously with an Aye by Members present.

3. Election of 2022 Officers

Ms. Gerundo nominated Mr. Jerome Brownlee, Jr. to continue as Chairperson through a vote of acclamation. Mr. Oliver Morrison seconded the nomination. Mr. Brownlee agreed to continue as Chairperson. All Members present approved of Mr. Brownlee continuing as Chairperson through a vote of acclamation.

Ms. Gerundo stated that she would be willing to serve as Vice Chair. Mr. Morrison made a motion to nominate Ms. Gerundo as Vice Chair. Ms. McKillip seconded the motion. All Members present approved of Ms. Gerundo's nomination of Vice Chair.

4. Draft 2022 Annual Action Plan

Ms. Sandy Lopez presented the Draft 2022 Annual Action Plan (AAP). For the record, this presentation was a public hearing and was called to order at approximately 6:20 p.m. Four Members, one Alternate Member and four staff persons were in attendance. No members of the public attended.

The AAP is an extension of the Five-year Consolidated Plan, which is a needs assessment. Ms. Lopez stated that the AAP assigns funding to specific activities based on actual allocation of funds each year within the Consolidated Planning cycle. The funded activities included in the AAP must further the seven goals listed in the Consolidated Plan. The seven goals are as follows:

1. Preserve and expand affordable housing inventory
2. Fund necessary public infrastructure and facilities
3. Support vital community services
4. Encourage business development and growth
5. Support efforts to prevent homelessness

6. Promote Fair Housing in Avondale
7. Reduce residential lead-based hazards

The estimated funding for CDBG is \$770,000. Recommended activities are listed in the table below:

Activity	Amount Proposed	Expected Outcomes
Administration	\$154,000	General administration (20% of total)
Owner Occupied Home Repairs	\$311,000	± 20 units
Program Delivery	\$60,000	
Public Improvements	\$150,000	Area-wide Benefit
Youth Job Training	\$45,000	± 20 Internships
Workforce Development	\$50,000	± 300 individuals Job skills/search
Total CDBG:	\$770,000	

Ms. Gerundo asked what the definition of unit was. Ms. Lopez clarified that a unit is considered an actual home; not an apartment and the home must be owner occupied.

Ms. Lopez discussed the HOME Consortium Partnership funding (HOME) and recommendations listed in the table below:

Activity	Amount Proposed	Expected Outcome
Administration	\$14,000	General administration (5%)
Tenant Based Rental Assistance	\$205,000	5 - 7 Households
County HOME Allocation:	\$219,000	Estimated Allocation
<i>25% Required Match:</i>	<i>\$54,750</i>	
Total Available (Allocation & Match):	\$273,750	

Ms. Lopez stated that the Draft Plan would be open for public comment on March 15 through April 16, 2022. A presentation will go before Council in a work session/public hearing scheduled for April 4; and possible Council action at a regular meeting on May 2. A submission to HUD will follow in mid-May, concurrent with Maricopa County. A funding agreement with availability of funds will be received by the city in mid-August. The public hearing ended at approximately 6:25 p.m. as there were no public in attendance.

5. Future Agenda Items

Ms. Baltierrez stated that the next meeting's agenda will include the City Clerk's Office to speak on the upcoming election and available voting locations in Avondale. Ms. White and Ms. McKillip requested that the previously scheduled topics with Youth Services and Parks & Recreation return. Mr. Lopez stated that it may be possible for an introduction of the new Homeless Services Manager.

6. Announcements

Ms. Baltierrez announced that volunteer income tax assistance (VITA) is in full force at the center. This service is available on Tuesdays from 2 to 7 p.m. as well as on Saturdays from 9 a.m. to 1 p.m. We will host a Health & Resource Fair on Saturday, March 5, from 10 a.m. to 2 p.m. Approximately 40 vendors/non-profit partners will be in attendance. Lunch will be available along with free health screenings, vaccines, games, and activities.

7. Call to the Public

None

8. Adjournment

Ms. Gerundo made a motion to adjourn; the motion was seconded by Mr. Morrison. The motion passed unanimously with an Aye by Members present. The meeting adjourned at 6:32 p.m.

Next meeting, 6:00 p.m. – AZ Complete Health Avondale Resource Center – June 29, 2022