

Draft Minutes of the  
Maricopa HOME Consortium Public Hearing & Public Meeting  
April 20, 2023, 9:30 am

Consortium Members Present:

Jamie Macfarlane, Chair, Maricopa County  
Regina Marette, City of Avondale  
Karin Bishop, City of Chandler  
Jaime Gonzalez, City of Peoria  
Mary Witkofski, City of Scottsdale  
Adam Lane, City of Surprise  
Jennifer Lauria, Town of Gilbert  
Trilese DiLeo, City of Glendale  
Elizabeth Garcia, City of Tempe

Others Present:

Alexia Grady, City of Avondale  
Wendy Johnson, Maricopa County  
Carson Folk, Maricopa County  
Emily Garcia, Maricopa County  
Robin Smith, Maricopa County  
Michele Struble, Maricopa County

**1. Call to Order**

At 9:33 a.m., Jamie Macfarlane, the Chair, began the Maricopa HOME Consortium Public Hearing on May 18, 2023 (held virtually via Microsoft TEAMS). No members of the public were present to add comments.

**2. Roll Call**

Jamie MacFarlane called the roll, and a quorum was established.

**3. Approval of Minutes**

Jamie Macfarlane called for a motion to approve the minutes of the April 20, 2023, monthly HOME Consortium Public Meeting. Karin Bishop, City of Avondale made the motion to approve the minutes. The motion was seconded by Elizabeth Garcia, City of Tempe. The motion was passed unanimously.

**4. Update: Fiscal Year End and Invoice Submittal Deadlines**

Carson Folk reminded members to submit all invoices no later than July 5<sup>th</sup>, 2023, and include details on all project activity completed prior to June 30<sup>th</sup>, 2023. He communicated the finance deadline of July 17<sup>th</sup> to receive supporting documents for pending invoices. He also requested projected expenditures for FY24 by June 1<sup>st</sup>, 2023.

**5. Update: Annual Action Plan and 3-Year Consortium Renewal**

Jamie Macfarlane confirmed that the county had submitted their AAP and asked for further confirmation on who else had submitted theirs. Karin Bishop mentioned that there were some issues with a particular section and that the City of Chandler was working with a HUD representative to resolve the issue. Wendy Johnson offered her assistance and explained details on standard formatting. Jamie concluded with plans to get everything submitted to HUD after receiving confirmation from all members about their participation.

**6. Con-Plan RFP & Community Survey**

Updates on these topics were worked into agenda item 8.

**7. Announcements: HOME Max subsidy and 95% Homeownership limits**

Carson Folk reminded members of the effective dates for the HOME Per Unit Subsidy Limit and the Homeownership 95% Value Limits. Regina Marette offered an update on a new effective date for the income limits that were just released as well..

**8. Collaborative Funding Work Group, Con Plan RFP, and Community survey**

Jamie MacFarlane asked for thoughts and updates regarding prior discussion about the collaborative funding work group. She also proposed further areas for collaboration in the Con Plan RFP and community survey strategies and gauged the interest of the consortium members. Consortium members expressed interest and brought up initial thoughts and concerns.

**9. Staffing Update**

Jamie MacFarlane updated the consortium on two new hires, Robin Smith – New Affordable Housing Development Coordinator, and Michele Struble - new HCD grant accountant. HCD is now fully staffed.

**10. Roundtable:**

Consortium members gave updates and discussed challenges for their cities/town on their HOME activities and services.

**11. Call to Public**

Jamie Macfarlane called for comments from the public. There were no members of the public in the meeting.

**12. Adjournment**

There being no other business, the Chair entertained a motion for adjournment by Trilese DiLeo, City of Glendale, and seconded by Jaime Gonzalez, City of Peoria. The vote was called, and the motion passed unanimously. The meeting was adjourned at approximately 10:14 a.m.

Respectfully submitted,  
Emily Garcia  
Management Assistant, Maricopa County