

**NOTICE AND AGENDA OF ANNUAL BOARD MEETING OF THE  
HOUSING AUTHORITY CITY OF YUMA**

**May 16, 2017**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Housing Authority Board of Commissioners and to the general public that the Housing Authority of the City of Yuma will hold a meeting open to the public on **May 16, 2017**, beginning at 12:00 PM in the Boardroom at 420 South Madison Avenue; Yuma, Arizona. As indicated in the following agenda, the Housing Authority City of Yuma may vote to go into Executive Session, which will not be open to the public, to discuss certain matters.

**I. Call to Order (Roll Call)**

Glen Moss, Chairman  
Liz Laster, Vice-Chair  
James Allen, Commissioner  
Connie Jerpseth, Commissioner

David Haws, Commissioner  
Chris Harmon, Commissioner

**II. Agenda**

1. Minutes from March 21, 2017

**III. Reports**

1. Executive Director's Report by Michael Morrissey – Executive Director
2. Finance Report by Howard Tang – Deputy Director

**IV. Resolutions**

1. Resolution 946 – Approval of the PHA Program Plans (Admin Plan) Revisions
2. Resolution 947 – Approval of HACY Revised Personnel Policy – Major Sick Leave

**V. Discussions – (No vote or action will be taken on discussion items)**

**VI. Call to the Public**

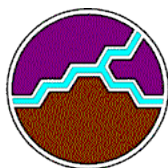
**VII. Announcements**

**VIII. Executive Session**

Executive Session for legal, real estate, and personnel matters, of any agenda item - Pursuant to A.R.S. 38-431.03-Section A (1), (3), (4), and (7).

**IX. Adjournment**

In accordance with the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the City of Yuma does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in city programs, activities, or services contact: Maria Moreno, Director of Administration and Community Services, HACY, 420 S. Madison Ave, Yuma, AZ 85364 (928) 782-3823, ext. 132.



**Board of Commissioner's Meeting**  
Housing Authority City of Yuma  
420 South Madison Avenue Yuma, Arizona

Minutes from March 21, 2017

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**Present**

Glendon Moss, Chairman  
Liz Laster, Vice-Chairman  
James Allen, Commissioner  
David Haws, Commissioner  
Chris Harmon, Commissioner  
Michael Morrissey, Executive Director/Secretary

**Absent**

Connie Jerpseth, Commissioner

**Staff**

Howard Tang, Deputy Director – Finance and Operations  
Raquel Sodari – Accounting Specialist / IT Technician  
Susie Weber – Public Housing Manager  
Violeta Rodriguez – Section 8 Supervisor

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**Preliminaries**

A Monthly Board Meeting of the Housing Authority City of Yuma was held on March 21<sup>st</sup>, 2017, at 12:09 pm in the HACY Board Room.

**Approval of Board Minutes**

D. Haws moved to approve the minutes of February 21<sup>st</sup>, 2017, and L. Laster seconded the motion. The minutes were unanimously approved.

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**Executive Director's Report**

**On The Cover**

Salida Del Sol Hat Parade

SHINE coaches showed their support at the 9th Annual Vocabulary Hat Parade held at Salida Del Sol. Many of the student participants were excited to see coaches cheering them on as they marched through the school grounds wearing their hand-made, unique and outrageous “hats”.

Real Estate Agent through the FSS Program

One of our successful FSS participants, Angela Delgadillo, achieved her goal of becoming a Real Estate Agent with the assistance of her FSS case-manager and the escrow funds earned during her

Program participation, which was subsequently utilized to reduce the costs of the real estate exam and necessary clearance card. We wish her the best in her business endeavors.

## **General**

Howard and I visited Madison Heights in Avondale. We met with the Property Management team and Architects involved in the design to review floor plans, building design, landscaping, interior/exterior design features, colors and materials, etc. Given Madison Heights is very similar in nature to what we are planning for Mesa Heights it was a worthwhile visit in order to gain more insight and familiarity with the proposed development. Color and Material Boards are made available.

The Title Reports and Surveys needed for the RAD closing were completed, however, there were some issues raised by HUD in regards to legal descriptions. We are still working with the City of Yuma, County Assessor's Office, and the Title Company to resolve the discrepancies. The RAD closing has tentatively been moved to May 10th.

We are still working through the details of transferring funds from the City of Yuma to a separate account in order to satisfy the remaining debt owed under the HUD Repayment Agreement. Specifically, the City has raised the issue of potential risk regarding HUD's ability to "freeze" the money. We are working closely with the City in an effort to eliminate or sufficiently reduce the risk, so we can move forward with the transfer.

Key staff members have worked diligently over the past few months to complete the Annual Budget Revisions and Proposals, as well as, the Annual PHA Plan, Capital Fund Annual and Five Year Plan, and each of our Program Plans.

We are preparing to build a basketball court and picnic area with Ramada at our largest family housing development referred to as Vince Nelson Apartments located at 2030 Avenue A. Cenpatico Integrated Care donated \$25K for the project. We anticipate having a family-fun day at the grand opening. Date is still TBD. Landscaping surrounding the target area is underway.

We are working with a local apartment owner (41 units) to conduct an initial assessment and potentially engage in a long-term property management contract. Several key staff participated in Phase I of this effort. We will determine whether or not we intend to engage in a long-term management contract based on our findings to be reviewed/discussed by the entire assessment team at the end of this month.

## **Section 8 Program**

Section 8 currently has 1251 units under lease (104% Lease-up). There were 0 briefings completed, 13 vouchers issued, 18 outstanding vouchers, and 10 new contracts for the month. Staff completed 120 Annual Re-exams, 84 Interims, and 14 Unit Transfers. There were 17 Section 8 residents terminated from the Section 8 Program for various reasons. There were 104 unit inspections.

## **Public Housing / Property Management**

There were 3 move-outs from Public Housing this month. The average length of time to turnover a unit year-to-date is 6 days.

Staff has collected 96% of rent billed this month. The total Public Housing YTD delinquency is \$6,948 of which approximately \$4,637 is attributed to Unreported Income/Retro Rents – with Signed Promissory Notes in place

## **Community Services**

We currently have 292 active participants in the FSS Program. There was 0 home-ownership closing this month – YTD total of (0) homeowners were produced in 2017.

See attached Community Service Report for more detail on Program Summary/Activities.

## **Maintenance**

There were 124 total work orders issued and 105 completed this month. There were 15 emergency work orders of which 11 were completed after hours. Maintenance completed turnover of 5 units.

**End of Report - Respectfully Submitted by:** Michael Morrissey, Executive Director.

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## **Resolutions –**

1. Resolution No. 940 Approval of FYE 2017 Budget Revisions
2. Resolution No. 941 Approval of FYE 2018 Budget Revisions Resolution
3. Resolution No. 942 Approval of the 2017 Annual PHA Plan
4. Resolution No. 943 Approval of the Capital Fund Five-Year Action Plan 2017-2021
5. Resolution No. 943.1 Approval of Capital Fund 2017
6. Resolution No. 944 Approval of Revisions to the PHA Program Plans
7. Resolution No. 945 Approval of Revisions to the FSS Program Action Plan

Resolution No. 940 – D. Haws moved to approve, and J. Allen seconded the motion

Resolution No. 941 – D. Haws moved to approve, and J. Allen seconded the motion

Resolution No. 942 – C. Harmon moved to approve, and D. Haws seconded the motion

Resolution No. 943 – J. Allen moved to approve, and L. Laster seconded the motion

Resolution No. 943.1 – C. Harmon moved to approve, and J. Allen seconded the motion

Resolution No. 944 – C. Harmon moved to approve, and L. Laster seconded the motion

Resolution No. 945 – L. Laster moved to approve, and C. Harmon seconded the motion

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**Discussions** – No Discussion

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**Call to the Public** – No Comments

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**Announcements** – No Announcements

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**Executive Session** – No Executive Session

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**Adjournment**

D. Haws moved to adjourn the regular meeting and C. Harmon seconded the motion. The motion to adjourn was unanimously approved. The Board Meeting was adjourned 1:15 at pm.

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Respectfully submitted,

**Dated this 21<sup>st</sup> Day of March, 2017**

**Attest:**

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**Glen Moss, Chairman or Liz Laster, Vice-Chairman**

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**Michael Morrissey, Executive Director**