



**Board of Commissioner's Meeting**  
Housing Authority City of Yuma  
420 South Madison Avenue Yuma, Arizona  
Minutes from September 21, 2010

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**Present**

Ryan Hengl, Chairman  
James Allen, Vice-Chairman Commissioner  
Connie Jerpseth, Commissioner  
William Masland, M.D., Commissioner  
Michael Morrissey, Executive Director / Secretary

**Absent**

William Craft, Commissioner  
Emilia Matos, M.D.  
Teresa Yreta, Resident Commissioner

**Staff**

Howard Tang, Deputy Director  
Philip Steers, Finance Director  
Lupe Smith, Administration and Human Resource Manager

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**Preliminaries**

A Regular Board Meeting of the Housing Authority City of Yuma was held on September 21, 2010 at 12:02p.m. in the HACY Boardroom.

**Approval of Board Minutes**

W. Masland moved to approve the minutes of August 17, 2010, and J. Allen seconded the motion. The minutes were unanimously approved.

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**Executive Directors Report**

**On The Cover**

HACY Staff Member (Dian Munoz, Community Service Specialist) Highlighted in a Recent Yuma Daily Sun Article for Success through Programs Shared by YPIC and AWC.

The Workforce Investment Act (WIA) program offered through the Yuma Private Industry Council and Arizona Western College is a community service and development program that helped Diana Munoz improve her future.

Diana was born and raised in Mexico, but she decided to move to the United States to better herself and be able to support herself and her three children. Through the WIA program she was able to get her GED and get a job at the Housing Authority of the City of Yuma (HACY). When she started with HACY she worked with families who needed rental assistance; and now Diana has developed into a Community Service Specialist with the Family Self Sufficiency Program and helps other families become self sufficient and potential homeowners.

Munoz is very grateful for the help she received from the staff of the WIA program - in fact she states that, "They made my dreams become a reality".

## **General**

The CityLINK youth leadership and mentoring program being sponsored by HACY, City of Yuma Neighborhood Services, Yuma County Health Department, and Arizona Western College begins Wednesday 9/22 at the MLK Center in Carver Park. The program is designed for teens in grades seven and eight with the intent to develop youth leaders and mentors that will assist and support The SHINE Program participants throughout the duration of the program, and ultimately become young role models, leaders and mentors in their respective neighborhoods and community. CityLINK is actively recruiting SHINE Program graduates for this pilot project.

The Trail Estates development of three family units, set-aside for residents with Serious Mental Illness is complete. HACY is actively looking for qualifying families.

HACY Benchmarks - Goals and Objectives were recently reviewed by the Board of Commissioners and shared with HACY staff. Staff is aware of agency direction and working diligently to accomplish assigned duties/task. See attached summary – Plan of Action.

We recently received official word from HUD that both our Agency PHA and Family Self-Sufficiency Action Plan have been approved. The submission is an annual requirement.

Resolution No. 828 – Authorization to Submit HUD PHAS Self Assessment to the U.S. Department of Housing and Urban Development passed via email/fax vote. Submission was made prior to Regulatory Agency deadline. We anticipate a score defining our agency as a HIGH PERFORMER. See attached Resolution and Self Assessment.

## **Finance**

See Attached Financial Reports

## **Section 8 Program**

Section 8 currently has 1124 units under lease (98.8% Lease-up). There were several briefings completed, 14 vouchers issued, 51 outstanding vouchers, and 42 new contracts for the month of August. Staff completed 69 Annual Re-exams, 57 Interims, and 19 Unit Transfers. There were 29 Section 8 residents terminated from the Section 8 Program for various reasons. There were 133 unit inspections scheduled.

Focus on over-leasing units by approximately 60 for next few months (calendar year) to effectively utilize reimbursed HAP.

## **Public Housing / Property Management**

There were 5 move-outs from Public Housing in August. The average length of time to turnover a unit year-to-date is 3 days with an August average unit turnover rate of 3 days.

Staff has collected 92.1% of rent billed in August. The total Public Housing YTD delinquency is \$18,190 of which approximately \$15,661 (86.1%) is attributed to Unreported Income/Retro Rents – with Signed Promissory Notes in place.

### **Family Self-Sufficiency**

We currently have 242 active participants in the FSS Program with a total escrow balance of \$440,105. There was one FSS Program graduate in August. There were two families prequalified and actively looking for a home, and one family at closing/recording for homeownership opportunities. One family closed in July with a YTD total of ten homeowners produced.

FSS Staff continue to assist Section 8 Program and Public Housing Staff on various projects. See attached FSS Program Reports for more detail on Program Summary/Activities.

### **Maintenance**

There were 306 total work orders issued and 286 completed in the month of August. Of these, there were 19 emergency work orders of which all 19 were completed after hours. 71% of work orders originated by HACY staff and 29% originated from residents. Maintenance completed turnover of 6 units.

### **Eldorado**

Eldorado Phase II is still on the market for sale with an asking price of \$799,900.

### **Resolutions –**

#### **Resolution 829-** Acceptance of HUD Proposed Repayment Agreement

W. Masland moved to approve Resolution 829, and the motion was seconded by J. Allen. The motion to approve Resolution 829 was unanimously approved by the Board.

#### **Resolution 830-** Approval of Revised Financial Policies and Procedures

J. Allen moved to approve Resolution 830, and the motion was seconded by W. Masland. The motion to approve Resolution 830 was unanimously approved by the Board.

#### **Resolution 831-** Approval of Revised Subsidy Standards in Admin Plan

W. Masland moved to approve Resolution 831, and the motion was seconded by C. Jerpseth. The motion to approve Resolution 831 was unanimously approved by the Board.

#### **Resolution 832-** Acceptance of Lowest Bid for Roof Replacement

J. Allen moved to approve Resolution 832, and the motion was seconded by W. Masland. The motion to approve Resolution 832 was unanimously approved by the Board.

**Discussions** – No Discussions

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**Call to the Public** – No Comments

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**Informational Items** – No Comments

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**Announcements**- No Announcements

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**Executive Session** – No Executive Session

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**Adjournment**

W. Masland moved to adjourn the regular meeting and C. Jerpseth seconded the motion. The motion to adjourn was unanimously approved. The Board Meeting was adjourned at 12:44pm.

Respectfully submitted,

**Dated this 21<sup>st</sup> Day of September 2010**

**Attest:**

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**Ryan Hengl, Chairman or James Allen, Vice-Chairman**

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**Michael Morrissey, Executive Director**