



Board of Commissioner's Meeting
Housing Authority City of Yuma
420 South Madison Avenue; Yuma, Arizona
Minutes from February 17, 2009

Present

Keith Simmonds, Vice-Chairman
William Craft, Commissioner
Emilia Matos, M.D., Commissioner
Veronica Casillas, Resident Commissioner
Michael Morrissey, Executive Director / Secretary

Absent

Ryan Hengl, Commissioner
James Allen, Commissioner

Staff

Howard Tang, Deputy Director
Philip Steers, Finance Director
Lupe Smith, Senior Section 8 Housing Specialist

Preliminaries

A Regular Board Meeting of the Housing Authority City of Yuma was held on February 17, 2009 at 12:04 p.m. in the HACY Boardroom.

Approval of Board Minutes

W. Craft moved to approve the minutes of January 20, 2009, and E. Matos seconded the motion. The minutes were unanimously approved.

Executive Directors Report

On The Cover

File Disposal

Staff from each department worked together to reorganize the HACY file room and disposed of approximately 9000 pounds of “dead files” and paperwork. Maintenance put together shelving to properly organize and protect needed files.

Mr. Craft added that the WORC Center may provide disposal of documents at a better rate.

Frances Gastelo

Frances recently left HACY after 10 years of employment. Frances served in various capacities, but most recently worked in our Section 8 Department. Frances plans to pursue a nursing degree and has enrolled full-time at NAU.

General

HUD Phoenix and HUD personnel from Washington D.C. and their Quality Assurance Division (QAD) visited HACY to conduct a “Technical Assistance Visit.” Their focus was on VMS validation and finances regarding FSS/Homeownership Units and AHDC. They completed their review after four days. They were impressed with staff organization and cooperation. They commented on the reorganization of our files and felt that we had made significant improvement since their latest HUD Comprehensive Review. In fact, they stated that our files were among the best they’ve seen. They were satisfied with other answers to their questions, particularly VMS Validation. However, they showed concern over use of funds related to AHDC/Eldorado. They had more research and analysis to conduct on this topic. We await their final report.

Our Technology Committee is still in the process of conducting an RFP for upgraded computer software. They received proposals from HAB Inc., Yardi, Emphasys, and Lindsey. Each vendor recently presented their proposal/product/services to the committee. The committee will properly evaluate each vendor and forward their recommendation for vendor/upgrade.

I met with the new Interim Executive Director, Irma Myers, of Housing America, and we discussed ways to build a stronger collaborative relationship. We are in the process of sharing more information and will schedule a series of meetings to identify and implement better ways to enhance our partnership.

I met with the Executive Director of Amberly’s Place, Diane Umphress, to discuss ways to partner as well. We focused our attention on transitional housing for victims of domestic violence. We felt with the availability of funds from the Neighborhood Stabilization Program, we could invest in the acquisition and rehab of foreclosed properties, as well, we could consider the allocation of Section 8 Housing Choice Vouchers, and apply for grants for Resident Services. More research is needed.

Howard Tang and I attended the PHADA Conference in San Diego this past month. We met Executive and Deputy Directors from across the country and attended various presentations on HUD policy and other housing-related topics. Additionally, we completed two courses sponsored by Rutgers University that will ultimately lead to the Executive Directors Education Program certificate, which is the pinnacle of specialized education for executive personnel recognized in our industry. The program consists of a series of 10 courses.

Finance

See Attached Financial Reports

Section 8 Program

Section 8 currently has 1115 units under lease (99.4% Lease-up). There was 1 briefing completed, 2 vouchers issued, 0 outstanding vouchers, and 10 new contracts for the month of January. Staff completed 93 Annual Re-exams, 75 Interims, and 8 Unit Transfers.

There were 17 Section 8 residents terminated from the Section 8 Program for various reasons. There were 121 unit inspections scheduled.

Public Housing / Property Management

There were 7 move-outs from Public Housing in January. Four move-outs provided notice, one due to lease violations, one unit was abandoned and one unit transfer. The average length of time to turnover a unit year-to-date is 3 days with a January average unit turnover rate of 4 days.

Staff is aggressively working with residents to recover all monies owed. Staff has collected 91.7% of rent billed in January. The total Public Housing YTD delinquency is \$14,435 of which approximately \$8,152 is attributed to Unreported Income/Retro Rents.

Family Self-Sufficiency

We currently have 256 active FSS participants with a total escrow balance of \$561,396. There are 5 families pre-qualified for mortgages ranging from \$110,000 to \$145,000. There was one unit under contract for \$125,000. There were 0 homeowners produced YTD in 2009.

Maintenance

There were 190 total work orders issued and 190 work orders completed in the month of January. Of these, there were 4 emergency work orders with 0 issued after hours. 77% of work orders originated by HACY staff and 23% originated from residents. Maintenance staff completed turnover of 7 units.

Maintenance staff is currently painting the exterior of the adjacent property and a professional landscape company is completing landscape design.

El Dorado

At this moment El Dorado is on hold. More details will be available once HUD has responded.

Finance Report

- Total Revenue in Conventional Housing is greater than budgeted due to timing of Capital Fund Transfer and an increase in revenue due to subsidy calculation/appropriation.
- Section 8 has a significant increase in Admin Fee earned due to increase in unit lease up.
- FSS coordinator grant was received in February.

Resolutions

Resolution 784- Approval of Recommendation for City Council to Appoint a Chairman

Comments / Summary regarding Resolution 784

- E. Matos nominated Keith Simmonds as Chairman of the Board.

E. Matos moved to approve Resolution 784, and the motion was seconded by W. Craft. The motion to approve Resolution 784 was approved by the Board.

Resolution 785 - Approval of Recommendation for City Council to Appoint a Vice- Chairman

Comments / Summary regarding Resolution 785

- K. Simmonds nominated Emilia Matos as Vice Chairman of the Board.

K. Simmonds moved to approve Resolution 785, and the motion was seconded by W. Craft. The motion to approve Resolution 785 was approved by the Board.

Discussions – No Discussions.

Call to the Public – No Comments

Informational Items – No Comments

Executive Session – Executive Session was convened to discuss the monthly finance committee meeting.

Adjournment

E. Matos moved to adjourn the regular meeting and W. Craft seconded the motion. The motion to adjourn was unanimously approved. The Board Meeting was adjourned at 12:42 pm.

Respectfully submitted,

Dated this 17th Day of February 2009

Attest:

Keith Simmonds, Vice-Chairman

Michael Morrissey, Executive Director