



Board of Commissioner's Meeting
Housing Authority City of Yuma
420 South Madison Avenue; Yuma, Arizona
Minutes from July 21, 2009

Present

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

Absent

William Craft, Commissioner
James Allen, Commissioner

Staff

Howard Tang, Deputy Director
Philip Steers, Finance Director
Lupe S. Lewis, Administration and Human Resource Manager

Preliminaries

A Regular Board Meeting of the Housing Authority City of Yuma was held on July 21, 2009 at 12:04 p.m. in the HACY Boardroom.

Approval of Board Minutes

No approval of minutes due to last meeting not meeting quorum.

Executive Directors Report

On The Cover

Temporary Staff and YPIC Summer Program Interns

Diana Tinajero was born in Salinas, California on October 18, 1991. She graduated from Cibola High School in May 2009 and will be attending AWC this fall. Diana plans on getting a nursing and psychology degree. She loves to travel and spend time with family and friends. She also loves to go shopping with her best friend, Jetzy. Ultimately, Diana enjoys going off-road riding and anything having to do with sports. In her spare time, when the sun's down – she works out. She is the tallest in a family of six, standing at 6 ft. tall.

Marlen Martinez was born in Yuma, Arizona on July 9, 1991. She recently graduated from Cibola High School, Class of 2009. Marlen will be attending Yuma School of Beauty in August. She hopes to get a cosmetologist license in 10 months and own a salon in a few years. In her spare time she likes to hang out with friends and family, and enjoys bowling and the theater.

Juan Carlos Heras joined the Housing Authority City of Yuma (HACY) June 2009, as an intern. Prior to joining HACY, Juan Carlos was a Crew Leader Assistant and Trainer for the Census Bureau. Juan Carlos attended Yuma High School and later attained his GED. He is currently attending AWC and working on a Masters in Business Administration and a Minor in Political Science.

Marlen and Juan joined HACY through the YPIC summer program. YPIC is a private non-profit organization whose purpose is to provide job seeker and employer services in the Yuma County labor market.

General

Mr. Morrissey notified the Board of Commissioners that the attachment to this month's board packet was a copy of the HUD Audit Report.

Due to The SHINE Program's success, HACY received an additional \$9000 in funding for the DEFY Program. This program will start in September of 2009.

In June 2008, I outlined a strategy in response to various third party (HUD, IRS, and Auditor) perspectives, my personal observations, and input from key staff; and set goals and objectives to provide appropriate direction and to further strengthen our agency. A Strategic Plan summary with goals and objectives was provided to Staff and Board in order to share what was learned, and it highlighted our planned approach for improvement, as well as outlined a variety of goals and objectives for our pursuit towards excellence over the next three years. It has been one year since the implementation of this plan, and many of those goals and objectives have already been achieved or are in progress. Please see attached Strategic Plan – Goals and Objectives for a better understanding of our many accomplishments, present and future challenges, and our plan for a brighter future for the Housing Authority of the City of Yuma. Staff has shown significant commitment to our success and we are all doing our part to further improve HACY. It is my intention to share this report with the Board annually, and to review/update it monthly with the HACY Leadership Team and all HACY Staff.

HACY was recently awarded 12 vouchers from Cenpatico and asked to serve as Program Administrator for their Bridge Subsidy Program. This program offers affordable rental housing opportunities for people with mental illness. Additionally, HACY was awarded 25 vouchers from HUD for youth aging out of the foster care system. This addition in vouchers not only allows HACY to further its mission by providing more affordable housing opportunities for people in need, but also generates additional unrestricted income to assist in addressing our agency financial needs.

HACY continues to strengthen its relationship with the City of Yuma, as we were asked to provide property management services to an additional 4 residences in Yuma, thus augmenting our management of city housing stock to 23 units to date.

HACY completed training for all staff on updated computer systems as a result of our recent RFP for computer systems and services. HAB, inc. continues to provide systems, services, and training as they were awarded the contract.

Six HACY staff members recently received Housing Quality Standards training and are all now HQS certified.

As a result of a canceled HACY Board of Commissioner's Meeting scheduled for June 16, 2009, Resolution 791: Agreement to Amend HACY's Procurement Policy: Small Purchase Threshold was sent to all Board Members for review and response via email. The Resolution passed.

Finance

See Attached Financial Reports

Section 8 Program

Section 8 currently has 1089 units under lease (97.06% Lease-up). There were 0 briefings completed, 3 vouchers issued, 7 outstanding vouchers, and 9 new contracts for the month of June. Staff completed 93 Annual Re-exams, 87 Interims, and 14 Unit Transfers. There were 27 Section 8 residents terminated from the Section 8 Program for various reasons. There were 72 unit inspections scheduled.

Section 8 conducted its annual Owner's Briefing and benefited from a great landlord turnout and a helpful presentation from Kay Macuil from Community Legal Services.

Public Housing / Property Management

There were 4 move-outs from Public Housing in June. Two move-outs provided notice, one transferred to Section 8 and one was terminated for unpaid rent. The average length of time to turnover a unit year-to-date is 4 days with a June average unit turnover rate of 3 days.

Staff is aggressively working with residents to recover all monies owed. Staff has collected 95.7% of rent billed in June. The total Public Housing YTD delinquency is \$8,422 of which approximately \$6,011 is attributed to Unreported Income/Retro Rents.

Family Self-Sufficiency

We currently have 219 active FSS participants with a total escrow balance of \$551,729. There are 2 families pre-qualified for mortgages ranging from \$110,000 to \$125,000. There are three families under contract with mortgages ranging from \$100,000 to \$140,000. There are a total of seven homeowners produced YTD in 2009.

FSS initiated a summer camp program with YPIC at Vince Nelson Apartments, and more than twenty-five children have participated.

FSS received a grant award for housing choice vouchers for youth aging out of the foster care system – Family Unification Program.

Maintenance

There were 182 total work orders issued and 180 work orders completed in the month of June. Of these, there were 16 emergency work orders with 13 issued after hours. 77% of work orders originated by HACY staff and 23% originated from residents. Maintenance staff completed turnover of 5 units.

Maintenance is making progress with use of Recovery Act Capital Funds and is in the process of working on replacement of 50 water heaters, exterior paint of two developments (42 units) and refinishing of kitchen and bathroom cabinets in 28 units. Additionally, maintenance is working on Capital Fund projects, such as, desert landscaping at 655 Magnolia, and community room rehab at 1635 West 3rd Street.

Eldorado

All activity regarding Eldorado continues to remain at a standstill as we await HUD's recommendation on how to proceed with a workout plan to repay debt incurred. Howard and I met with El Dorado residents. Residents are now aware of who they should contact if any issues arise. The purpose of the meeting was to meet with residents and to start working on the creation of the Homeowners Association.

Finance Report

- Overall both program budgets are doing well.
- Legal Expenses will remain high until El Dorado is resolved.
- Over in training due to staff investment and need certifications.

Mr. Morrissey added that the overages in training were strategic and planned due to the overall budget doing well.

Resolutions

Resolution 792 Public Housing Account Receivable Write-Offs

Comments / Summary regarding Resolution 792

- Due to unpaid rent and unreported income.

R. Hengl moved to approve Resolution 792, and the motion was seconded by E. Matos. The motion to approve Resolution 792 was approved by the Board.

Resolution 793 Acceptance of FYE June 30, 2008 Financial Audit

E. Matos moved to approve Resolution 793, and the motion was seconded by R. Hengl. The motion to approve Resolution 793 was approved by the Board.

Discussions – No Discussions

Call to the Public – No Comments

Informational Items – No Comments

Executive Session – No Executive Session

Adjournment

V. Casillas moved to adjourn the regular meeting and R. Hengl seconded the motion. The motion to adjourn was unanimously approved. The Board Meeting was adjourned at 12:36 pm.

Respectfully submitted,

Dated this 21st Day of July 2009

Attest:

Keith Simmonds, Chairman or Emilia Matos, Vice-Chairman

Michael Morrissey, Executive Director