



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

Minutes from August 19, 2008

Present

James Allen, Commissioner
William Craft, Commissioner
Keith Simmonds, Vice-Chairman
Veronica Casillas, Resident Commissioner

Michael Morrissey, Executive Director / Secretary

Staff

Sandra Nunez, Housing Program Manager
Susie Lewis, Public Housing Manager
Maria Elena Contreras, Section 8 Supervisor
Philip Steers, Finance Director

Absent

Emilia Matos, M.D., Commissioner
Ryan Hengl, Commissioner
William Masland, M.D., Chairman

Preliminaries

A Regular Board Meeting of the Housing Authority City of Yuma was held on August 19, 2008 at 12:04 p.m. in the HACY Boardroom.

Approval of Board Minutes

W. Craft moved to approve the minutes of July 15, 2008, and J. Allen seconded the motion. The minutes were unanimously approved.

Executive Director's Report

On The Cover

Owner's Briefing

An annual Owner's Briefing for Section 8 landlords was held in July and was considered by Section 8 staff to be a success. A minimum of one Owner's Briefing is scheduled annually. We had approximately 18 landlords attend the session. Kay Macuil, Managing Attorney for Community Legal Services, was the guest speaker and opened the Owners Briefing session.

Finance Staff

Philip Steers

Prior to joining the Housing Authority City of Yuma, Philip worked in Atlanta, Georgia for Rector, Moffitt, & Lindsay PC as an Auditor for three years. Philip received a Master of Business Administration from the Baylor University and a Bachelor of Science Degree in Accounting from Letourneau University. Philip is a Certified Public Accountant (CPA) in Arizona & Texas and is a member of the American Institute of Certified Public Accountants (AICPA) and an associate member of the Association of Certified Fraud Examiners (ACFE). Philip Steers joined HACY as the Finance Manager in June 2007. Philip is married and enjoys spending quality time with his wife.

Dora A. Morales

Dora worked at an outpatient clinic for four years with Doctor Wester, and came to the Housing Authority in October 1985. She was originally hired as a Receptionist with only six employees at that time. Three years later she moved to the accounting department and continues to serve the Authority in this capacity. Dora has been with HACY for almost 23 years.

Dora has been married for 21 years, has one son and two daughters. She enjoys watching her daughters dance and loves spending time with her family.

Raquel Sodari

Raquel worked a seasonal job prior to joining the Housing Authority. Raquel began employment with HACY in November 1993 as Residents Program Assistant. Raquel later assumed the role of Receptionist and then earned the role of a Section 8 Specialist. In 2001 Raquel moved to the Finance Department as Accounting Computer Technician and has since served in this role. Raquel has been with HACY for almost 15 years.

Raquel has been married for 14 years and has three wonderful children. She enjoys spending time with her family and attending all sport or other activities in which her children participate.

General

For the past few months I have been actively searching for a Deputy Director to provide additional support, guidance, and leadership in meeting goals and objectives; setting policy and procedure; maintaining compliance; managing office administration and various human resource functions. The Deputy would also assist with day to day functions in addition to human relations. M. Morrissey opened invitation to staff, placed an advertisement with NAHRO – National Association of Housing and Redevelopment Officials (online and in newsletter), and contacted a few colleagues from business relations throughout New England. Nineteen qualified applicants applied, and nine completed a related and detailed questionnaire. P. Steers and M. Morrissey followed-up with one top, local candidate through conducting a personal interview and P. Steers, R. Mendoza, and M. Morrissey assessed two, top non-local candidates via phone interview. Howard Tang was hired as Deputy Director. He will join the agency September 22, 2008. Mr. Tang was worked with M. Morrissey at previous locations. M. Morrissey believes he will be a great fit to HACY. The position is permanent.

Section 8 Program

Section 8 currently has 1162 units under lease, equal to 103.6% Lease-up. HACY has enough HAP funds to cover the overages. There were 2 briefings completed, 20 vouchers issued, 18 outstanding vouchers, and 32 new contracts for the month of June. Staff completed 82 Annual Re-exams, 75 Interims, and 15 Unit Transfers. There were 18 Section 8 residents terminated from the Section 8 Program for various reasons. There were 117 unit inspections scheduled.

Section 8 staff are preparing for FY08 SEMAP. After initial review, it is anticipated that the Section 8 Program will receive a score of 93% and be rated as a High Performer. This score is similar to the 2007 review.

Public Housing / Property Management

There were 9 move-outs from Public Housing in July. Twice per year there seems to be more move-outs than usual. Eight move-outs provided notice and one unit was abandoned. The average length of time to turnover a unit year-to-date is 4 days with a July average unit turnover rate of 4 days as well. Additionally, there was one move-out at Carver Park.

Staff is aggressively working with residents to recover all monies owed. Staff has collected 94.6% of rent billed in July. The total Public Housing YTD delinquency is \$15,889 of which approximately \$12,432 is attributed to Unreported Income/Retro Rents.

Public Housing staff recently took over the management of approximately 20 residential units owned by the City of Yuma. These units were previously managed by a private management company, but due to poor management the city decided to engage our services. We will earn a management fee of 7% of rent collected and will not incur any additional staff related expense. Management will begin immediately per request of the City.

The City has offered 20 additional units zoned commercial. The contract may be temporary as these units may be demolished. This contract may begin in September 2008.

Family Self-Sufficiency

We currently have 254 active FSS participants with a total escrow balance of \$506,522. There are 2 families pre-qualified for mortgages ranging from \$110,000 to \$145,000. Additionally, there are 2 families under contract for purchase of a new home. Two new homeowners were produced in July. There were 6 homeowners produced YTD in 2008.

FSS staff completed and received support for a number of competitive grants to enhance our programs/services. The total possible award is approximately \$400K.

Sandra Nunez, FSS Program Manger, facilitated the City of Yuma Leadership Academy tour of HACY and our properties and a brief program presentation to approximately one dozen YLA participants. The tour/presentation was appreciated and well received by participants.

Maintenance

There were 161 total work orders issued and 146 work orders completed in the month of July. Fifteen work orders carried over to August due to extent of work needed and limitation of staff. Staff hours were limited this month due to excused absence and summer vacation. Of these, there were 15 emergency work orders with 12 of 15 issued after hours. Seventy percent (70%) of work orders

originated by HACY staff and 30% originated from residents. Additionally, maintenance completed 10 unit turnovers. Maintenance is in the ongoing process of painting a number of offices and interview rooms at the main office.

Additionally, maintenance is in the midst of renovations at the HACY owned property adjacent to our main office. Once renovations are complete, the property will provide affordable rental housing opportunities for our clients, thus increasing our stock of affordable housing and providing additional revenue to the agency.

Eldorado

All units in Phase I have sold. The discussion of whether or not to continue with Phase II continues. After an aggressive RFP process for a general contractor, Decca was awarded the contract to construct Phase II pending favorable financing. Unfortunately, we have been unsuccessful in establishing such financing at this time. After discussions, with Wells Fargo, Bank of America, and National Bank of Arizona, it has been determined that favorable financing options are not available. Further discussion with various financial institutions will continue through to end of August. At this time, we will need to consider alternative approaches to effectively dealing with the plight of Phase II. HACY will need to determine how long to keep looking for financing before the land is offered for sale.

J. Allen suggested looking for a developer that will finance the project with the profit being paid at the end of the project.

Finance Report

- Conventional Housing is anticipating a reduction in funding from HUD. Last quarter funding may increase.
- Interest earnings are low as the funds have been utilized for other purposes.
- Section 8 – spending more on housing assistance payments than the amount received. These funds must be utilized or HUD will recapture. Fraud income has increased under Section 8.

Resolutions

Resolution 774 – Approval of Public Housing Accounts Receivables – Charge Offs

A motion was made by J. Allen to approve Resolution 774, and the motion was seconded by W. Craft. The motion to approve Resolution 774 was approved by the Board.

Comments / Summary regarding Resolution 774

- Twice a year Public Housing proposes charge offs from clients who failed to pay after they moved out. Client's names will permanently be placed on the Fraud List and this negates future housing benefits until such debt is repaid.

Resolution 775 – Authorization to submit HUD SEMAP Self Assessment

A motion was made by J. Allen to approve Resolution 775, and the motion was seconded by W. Craft. The motion to approve Resolution 775 was approved by the Board.

Comments / Summary regarding Resolution 775

- HUD’s recommendations have been implemented to avoid future HUD inquiries.
- M. Contreras believes the assessment is well documented and will meet HUD auditing requirements.
- The fourteen indicators demonstrate HACY has followed all program rules and regulations.

Resolution 776 – Approval of the 2008 PHA Annual Plan Amendment

A motion was made by W. Craft to approve Resolution 776, and the motion was seconded by V. Casillas. The motion to approve Resolution 776 was approved by the Board.

Comments / Summary regarding Resolution 776

- Required by HUD to receive \$400k for FSS and Service Coordinator Services.

Discussions – No discussion - No vote or action to be taken on discussion items

Call to the Public – No Comments

Informational Items – A Board and Commission Training, sponsored by the City of Yuma is scheduled for September 24, 2008 from 6 p.m. to 8 p.m. All Board members are welcomed to attend. Please RSVP to Beverly Mitchell, Mayor and Council Office, (928) 373-5003.

V. Casillas has registered and will participate at the City of Yuma Board of Commission training.

Executive Session – No Executive Session

Adjournment

W. Craft moved to adjourn the regular meeting and J. Allen seconded the motion. The motion to adjourn was unanimously approved.

The Board Meeting was adjourned at 12:36 pm.

Respectfully submitted,

Dated this 19th Day of August, 2008

Attest:

William Masland, M.D., Chairman, or Keith Simmonds, Vice-Chairman

Michael Morrissey, Executive Director