



**Board of Commissioner's Meeting**  
Housing Authority City of Yuma  
420 South Madison Avenue; Yuma, Arizona  
Minutes from September 16, 2008

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**Present**

William Masland, M.D., Chairman  
Keith Simmonds, Vice-Chairman  
James Allen, Commissioner  
Veronica Casillas, Resident Commissioner

**Absent**

Ryan Hengl, Commissioner  
Emilia Matos, M.D., Commissioner  
William Craft, Commissioner

Michael Morrissey, Executive Director / Secretary

**Staff**

Lupe Smith, Senior Section 8 Housing Specialist  
Cecilio Molina, Maintenance Supervisor  
Philip Steers, Finance Director

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**Preliminaries**

A Regular Board Meeting of the Housing Authority City of Yuma was held on September 16, 2008 at 12:00 p.m. in the HACY Boardroom.

**Approval of Board Minutes**

Dr. Masland moved to approve the minutes of August 19, 2008 and J. Allen seconded the motion. The minutes were unanimously approved.

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**Executive Director's Report**

**On The Cover**

**Lupe Smith Lewis**

Lupe graduated from Northern Arizona University with a Bachelor of Science Degree in Business Administration with an emphasis in General Management. Lupe began working for HACY in June 2002, and started her career by working with our FSS and Homeownership Programs. She now serves as a Section 8 Specialist. Additionally, she is assisting with several responsibilities relating to the role of Executive Secretary / Office Manager.

Lupe is married and has three daughters, ages one, five, and ten. She enjoys cooking, outdoor activities, and traveling.

## Rental Property Clean Up

Several HACY Staff participated in a full day clean-up effort at our adjacent rental property currently under renovation. This effort not only served as an opportunity to utilize staff labor in saving contractor costs, but also proved to be a positive team-building experience.

## **General**

In general, August was a relatively quiet month with little to report in regards to operations, staffing, etc. We are steadily making progress in improving specific program operations, policies and procedures; we are meeting and in some cases exceeding particular HUD requirements (i.e. S8 lease-up, FSS participation, etc.); and we are strategically planning for future growth in revenue producing opportunities by networking with potential collaborative partners (i.e. City of Yuma, Comite de Bien Estar, Amberly's Place, and Crossroads Mission). FSS Escrows continue to increase and as well as the success stories. HACY made the local newspaper on 09-15-08. An FSS participant received a scholarship to fund educational expenses.

## **Section 8 Program**

Section 8 currently has 1169 units under lease (104.2% Lease-up). There was 1 briefing completed, 6 vouchers issued, 15 outstanding vouchers, and 17 new contracts for the month of August. Staff completed 83 Annual Re-exams, 70 Interims, and 0 Unit Transfers. There were 17 Section 8 residents terminated from the Section 8 Program for various reasons. There were 110 unit inspections scheduled. Section 8 is receiving full admin fee due to being 100% leased.

Section 8 staff completed and submitted the FY08 SEMAP. It is anticipated that the Section 8 Program will receive a score of 93% and be rated as a High Performer. Section 8 is still pending conformation of High Performer status.

## **Public Housing / Property Management**

There were 3 move-outs from Public Housing in August. Two move-outs provided notice and one unit transferred. The average length of time to turnover a unit year-to-date is 4 days with an August average unit turnover rate of 3 days.

Additionally, there were 2 move-outs from Carver Park.

Staff is aggressively working with residents to recover all monies owed. Staff has collected 94.6% of rent billed in August. The total Public Housing YTD delinquency is \$16,211 of which approximately \$12,290 is attributed to Unreported Income/Retro Rents.

Public Housing and Maintenance Staff are diligently working together to gain management control of recently acquired units owned by the City of Yuma. These units have a long history of being seriously neglected by the previous management agent, and our staff is providing the much needed care and attention to improve the condition of each unit and the quality of life for all of the tenants residing within these units.

HACY's revenue for these properties is 7% of rent collected. The commercial management for the City of Yuma is still pending. HACY will not incur additional administrative cost to manage these units.

Mr. Steers added that we are billing all maintenance fees to the City of Yuma.

Dr. Masland inquired about the availability of these units to Section 8 tenants.

Mr. Morrissey responded that they are available to both Section 8 participants and to the public.

Mr. Steers added that HACY will recommend that current tenants that may be eligible for Section 8 assistance apply.

### **Family Self-Sufficiency**

We currently have 261 active FSS participants with a total escrow balance of \$523,371. There are 2 families pre-qualified for mortgages ranging from \$110,000 to \$145,000. Additionally, there is one family under contract for purchase of a new home. There were 6 homeowners produced YTD in 2008.

FSS Staff is working with YNDO to provide affordable homeownership opportunities to 8 FSS participants. YNDO is developing 10 homes expected to be on line in April 2009, and 8 of these 10 homes are expected to house FSS participants.

HACY's FSS Program recently received the HUD Phoenix Field Office's Most Valuable Partner (MVP) Award for supporting HUD's initiative of Increasing Homeownership Opportunities. According to HUD, this award recognizes our solid commitment of promoting collaboration between local community agencies to develop strategies which help Public Housing families obtain affordable housing.

Dr. Masland recommended submitting this information to the press.

FSS Staff will attend the Annual Resident Service Coordinator Conference sponsored by the American Association of Service Coordinators (AASC) and hosted in Washington, DC. HACY received a \$1,000 scholarship to attend the conference. Sandra and Adrian will attend this conference. Once the training is obtained it will assist in the application process for HUD funding.

FSS Staff continue to network and stay involved with the local community, as they participated in the AWC Informational Fair, Adult Education Providers Meeting, Neighborhood Leadership Academy, and the Yuma Neighborhood Development Organization.

### **Maintenance**

There were 210 total work orders issued and 204 work orders completed in the month of August. Six work orders carried over to September 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 2 emergency work orders with none issued after hours. 72% of work orders originated by HACY staff and 28% originated from residents.

Maintenance completed 5 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 rental housing opportunities and provide additional revenue to the agency. Approximate rental income for this property is \$850 to \$900 per month. In the future HACY may consider purchasing homes for resale or rental.

## **Eldorado**

All units in Phase I have sold. After an aggressive RFP process for a general contractor, Decca was awarded the contract to construct Phase II pending favorable financing. Currently, we are working with the Homeowner's Financial Group to establish favorable financing rates, terms and conditions. We hope to enter into an agreement with HFC in the very near future so that we can commence construction and marketing of Phase II. It was decided that sale of the property did not make financial sense. On 09-15-08, the AHDC Board gave HACY the authorization to move on to phase 2 if financing was favorable.

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## **Finance Report**

- Finance is working with Section 8 to reduce Portable Admin Fees to Yuma County.
- Section 8 received \$23,000 more in Admin Fee due to lease up.
- Interest earning continues to be low.

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## **Resolutions**

### **Resolution 776 – Approval of Public HVAC Removal and Replacement of 50 AC Units**

A motion was made by Dr. Masland to approve Resolution 776, and the motion was seconded by Mr. Simmonds The motion to approve Resolution 776 was approved by the Board.

#### **Comments / Summary regarding Resolution 776**

- The removal and replacement of 50 HVAC units. The units that will be replaced are gas units that are approximately 12 years old. New units will provide energy savings and eliminate the risk of carbon monoxide.

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

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**Call to the Public** – No Comments

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**Informational Items** – No Announcements.

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**Executive Session** – Board broke for brief Executive Session

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**Adjournment**

Keith Simmonds moved to adjourn the regular meeting and Veronica Casillas seconded the motion. The motion to adjourn was unanimously approved.

The Board Meeting was adjourned at 12:50 pm.

Respectfully submitted,

Dated this 16<sup>th</sup> Day of September, 2008

Attest:

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

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Michael Morrissey, Executive Director