

**NOTICE AND AGENDA OF ANNUAL BOARD MEETING OF THE  
HOUSING AUTHORITY CITY OF YUMA**

**March 19, 2019**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Housing Authority Board of Commissioners and to the general public that the Housing Authority of the City of Yuma will hold a meeting open to the public on **March 19, 2019**, beginning at 12:00 PM in the Boardroom at 420 South Madison Avenue; Yuma, Arizona. As indicated in the following agenda, the Housing Authority City of Yuma may vote to go into Executive Session, which will not be open to the public, to discuss certain matters.

**I. Call to Order (Roll Call)**

Liz Laster, Chair

Connie Jerpseth, Vice-Chair

James Allen, Commissioner

David Haws, Commissioner

Chris Harmon, Commissioner

Glendon Moss, Commissioner

Brenda Buenrostro, Resident Commissioner

**II. Agenda**

1. Minutes from February 19, 2019

**III. Reports**

1. Executive Director's Report by Michael Morrissey – Executive Director
2. Finance Report by Howard Tang – Deputy Director

**IV. Resolutions**

1. N/A

**V. Discussions** – (No vote or action will be taken on discussion items)

**VI. Call to the Public**

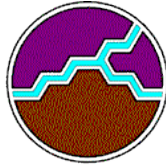
**VII. Announcements**

**VIII. Executive Session**

Executive Session for legal, real estate, and personnel matters, of any agenda item - Pursuant to A.R.S. 38-431.03-Section A (1), (3), (4), and (7).

**IX. Adjournment**

In accordance with the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the City of Yuma does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in city programs, activities, or services contact: Maria Moreno, Director of Administration and Community Services, HACY, 420 S. Madison Ave, Yuma, AZ 85364 (928) 782-3823, ext. 132.



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

Minutes from February 19<sup>th</sup>, 2019

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**Present**

Glendon Moss, Chairman  
Liz Laster, Vice-Chair  
Connie Jerpseth, Commissioner  
Brenda Buenrostro, Resident Commissioner  
Michael Morrissey, Executive Director/Secretary

**Absent**

James Allen, Commissioner  
Chris Harmon, Commissioner  
David Haws, Commissioner

**Staff**

Howard Tang, Deputy Director of Finance and Operations  
Maria Moreno, Director of Administration and Services

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**Preliminaries**

A Monthly Board Meeting of the Housing Authority City of Yuma was held on February 19, 2019 at 12:26 pm in the HACY board Room.

**Approval of Board Minutes**

C. Jerpseth moved to approve the minutes of January 15<sup>th</sup>, 2019, and L. Laster seconded the motion. The minutes were unanimously approved.

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**On The Cover**

**Social Enrichment**

The Mesa Heights Community Resource Center provides a wide variety of resources, services, and social enrichment activities for the residents and neighbors of the Mesa Heights Apartments. Several community members participate regularly in Zumba classes hosted in the multi-purpose room with no cost to the participant.

**Program Coordinating Committee**

The CityLINK Program Coordinating Committee facilitated by HACY's Community Service Division, convened for their quarterly meeting at the MHA Community Resource Center. Several social service agencies were represented by dozens of employees and volunteers sharing ideas, resources and services committed to strengthen the process of connecting those in need with those who serve. CityLINK is currently preparing for an upcoming Family Resource Fair, as well as, an annual Fair Housing Event scheduled for April 27, 2019. The event will focus on 8 Dimensions of Wellness, specifically: Emotional, Spiritual, Intellectual, Physical, Environmental, Financial, Occupational, and Social.

## **General**

This month's Board Meeting serves as our Annual Board of Commissioner's Meeting, and therefore we will be nominating Commissioners to serve as Chairman and Vice-Chairman of the HACY Board of Commissioners. City Council will need to approve our recommendations.

Thanks to the hard-work of key HACY staff and solid financial systems and controls, we completed the Annual Financial Audit with No Findings. We await the Final Report.

We are preparing for an upcoming Annual Staff Meeting to discuss our Emergency Response Plan, Fair Housing and Sexual Harassment Training.

Finance and key staff are working diligently on preparing Annual Budgets, Contract Renewals, and Program Updates for Board review and approval.

We are looking into costs to install cameras at the Mesa Heights Apartments, as well as adding speed-bumps in the parking area on the west-side of the building. Additionally, due to a growing problem with residents, guests and visitors smoking throughout the property, we are working with the City of Yuma to install a designated smoking area on 21<sup>st</sup> Street (outside the boundaries set by our no-smoking policy).

We are working with the Yuma Police Department and the City Of Yuma to renovate available building space in the Okie-Town area to construct a Police Substation. This area is identified in our Crime Free Housing plan as a designated area for improvement. We are in the process of painting the exterior of all HACY housing in this location. A Grand Opening event will be scheduled by end of this fiscal year.

We are researching options to refinance Carver Park, due to the Wells Fargo Loan reaching maturity and the property exiting from the Low-Income Housing Tax Credit (LIHTC) program. Ideally, AHDC will purchase the property depending upon final valuation. Our auditor is assisting with current negotiations with Boston Capital.

We recently purchased a track of land with HOME Funds provided by the City of Yuma. The land is already subdivided into five lots suitable for three-bedroom homes. We are currently working with Cenpatico to obtain funding from the State Housing Trust Fund for construction of three homes, which will provide affordable housing opportunities to low-income families with Serious Mental Illness. Another two homes will be constructed in Phase II. As a result of their contribution to the development of these homes, we intend to propose the adoption of a Section 8 Program preference for persons with Serious Mental Illness for up to 24 qualifying families in order to expand housing opportunities for this special population. This will be implemented over a three-year period.

We are working through some significant staffing shortages as a result of three employees utilizing the FMLA due to pregnancy and two staff members utilizing FMLA due to heart conditions – stroke and open heart surgery. Teamwork, promotions, and temporary support will help to get us through this challenging time.

Additionally, we recently reassigned property portfolios, roles and responsibilities of our Property Management and Maintenance teams. The change is necessary as we are working through some recent growing pains and planning for an upcoming retirement.

We recently received word from HUD that HACY was awarded an FSS grant totaling over \$313K, which will continue to employ five staff members.

We had total of 17 homeowners in 2019 of which 16 are no longer receiving any assistance from HACY Programs.

We are currently preparing to facilitate The SHINE Program at Gila Vista Junior High School for six graders during the 2019 season. This marks the 10<sup>th</sup> Anniversary of The SHINE Program. Ten Years of Brilliance...and Still Glowing! :)

### **Section 8 Program**

Section 8 currently has 1524 units under lease (106% Lease-up). There were 0 briefings completed, 0 vouchers issued, 28 outstanding vouchers, and 20 new (RAD) contracts for the month. Staff completed 97 Annual Re-Exams, 92 Interims, and 18 Unit Transfers. There were 11 Section 8 residents terminated from the Section 8 Program for various reasons. There were 110 unit inspections.

### **HACY Housing / Property Management**

There were 5 move-outs from HACY Housing this month. The average length of time to turnover a unit year-to-date is 29 days.

Staff has collected 96% of rent billed this month. The total HACY Housing YTD delinquency is \$2,598 of which approximately \$0 is attributed to Unreported Income/Retro Rents – with Signed Promissory Notes in place.

### **Community Services**

We currently have 306 active participants in the FSS Program. There was 1 home-ownership closing this month – YTD total of 1 homeowner was produced in 2019.

See attached Community Service Report for more detail on Program Summary/Activities.

### **Maintenance**

There were 146 total work orders issued and 124 completed this month. There were 28 emergency work orders of which 21 were completed after hours. Maintenance completed turnover of 6 units.

**End of Report - Respectfully Submitted by:** Michael Morrissey, Executive Director.

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### **Resolutions** –

958 Approval of Recommendation for Chairman of the Board

Resolution No.958 – C. Jerpseth moved to approve, and B. Buenrostro seconded the motion.

959 Approval of Recommendation for Vice-Chairman of the Board

Resolution No.959 – G. Moss moved to approve, and L. Laster seconded the motion.

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### **Discussions** – No Discussion

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### **Call to the Public** – No Comments

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**Announcements** – No Board Meeting for December

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**Executive Session** – No Executive Session

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**Adjournment**

C. Jerpseth moved to adjourn the regular meeting and B. Buenrostro seconded the motion. The motion to adjourn was unanimously approved. The Board Meeting was adjourned at 1:03 pm.

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Respectfully submitted,

**Dated this 19<sup>th</sup> day of February, 2019**

**Attest:**

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**Liz Laster, Chairperson or Connie Jerpseth, Vice-Chair**

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**Michael Morrissey, Executive Director**