

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

April 20, 2021

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 **April 20, 2021**, 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
Melissa Lovett, Resident Commissioner

II. Agenda

1. Minutes from March 16, 2021

III. Reports

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

IV. Resolutions

1. N/A

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

VI. Call to the Public

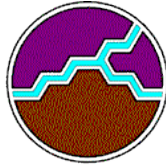
VII. Announcements

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, Interim Deputy Director, 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 March 16, 2021

Present

Liz Laster, Chair
Melissa Jerpseth, Vice-Chairman
Glendon Moss, Commissioner
Melissa Lovett, Resident/Commissioner
Michael Morrissey, Executive Director/Secretary

Absent

David Haws, Commissioner
Jim Allen, Commissioner
Chris Harmon, Commissioner

Staff

Maria Moreno, Interim Deputy Director
Raquel Sodari, Finance Manager
Violeta Rodriguez, Section 8 Manager
Brandy Trasvina, Section 8 Manager

Preliminaries

A Monthly Board Meeting of the Housing Authority City of Yuma was held on March 16, 2021, 2021, at 12:12 pm at the Mesa Heights Community Resource Center.

Approval of Board Minutes

G. Moss moved to approve the minutes of October 10th, 2020, and M. Lovett seconded the motion. The minutes were unanimously approved.

Executive Director's Report

On The Cover

Slime at the SHIINE Center

SHINE kids learned how to make slime from regular and safe household items. The youth poured and mixed white glue, contact solution, corn starch, and food coloring of their choice to make their slime unique. It's an awesome sensory activity for kids of all ages from preschoolers, kindergarten, elementary children and up. Playing with slime is not only a great screen-free activity for kids, but it also helps with their development!

FSS Graduates Virginia Garcia and Son

Virginia Garcia and her son, Rodrigo are both FSS graduates for the month of February 2021. Virginia and Rodrigo exceeded FMR and graduated with an annual earned income of \$48K. Rodrigo continues to work hard in helping his mother and little sister. Upon graduation, they were able to cash out an escrow savings in the amount exceeding \$7K.

General

This month's Board Meeting will serve as our Annual Board of Commissioner's Meeting, given there was no quorum in February. We will nominate members to serve as Chairman and Vice-Chairman of the HACY Board of Commissioners. City Council will need to approve the recommendations.

We recently completed the conversion to Yardi Systems, a process which took six months from set-up to training. We went "Live" on March 1st. Unfortunately, the conversion did not go as smoothly as planned, and staff members have put in additional and exhaustive hours to address resulting issues. Additional set-up and training is needed.

As previously mentioned, the conversion is the first phase of a multi-phase plan to enhance and strengthen operations at HACY. We will utilize mobile devices, add two self-serve Kiosks to our lobby at the main office, and incorporate a resident and landlord portal "Rent Café" and "Procure to Pay," which will help to share information and secure payment. We also plan to fully convert to a paperless filing system, implement a needed rent comparable software program, an electronic inventory control system, and an online payroll processing and time management system for improved operations.

As a result of our conversion and planned improvements, our Financial Auditor has agreed to provide thorough training to include Audit and Financial Data Systems, Yardi Systems Software, Cost Center Pros and Cons, and Finance and Procurement Policies and Procedures.

Our Auditor was on site the past month to conduct the Annual Financial Audit of our programs. There were no Findings to report and our files were considered "exceptional."

In addition to the conversion, audit, and day-to-day operations, we worked diligently over the past few months to complete the Budget Revisions for FYE 2021 and the Budget Proposal for FYE 2022, as well as, the Five-Year and Annual PHA Plans, Admin Plan, and FSS Program Plan for Board review and approval. See attached. Unfortunately, the budget information and financial reports will not be available until time of meeting.

Our application for Phase II of the Magnolia Avenue Home Project for persons with SMI was approved by AHCCCS. We are working with Pilkington Construction Company to confirm start date and develop the timeline for completion of the project.

We began implementation of the City of Yuma's Tenant Based Rental Assistance program for low-income families in need. We hired and trained staff to effectively manage the program. Several eligible families have been processed and many are in-line to receive the available funds.

We are working with the U.S. Department of Housing and Urban Development to assist the CSV Board of Directors with options to potentially sell and/or refinance the property.

A third-party housing inspector has been contracted and is schedule to visit our owned and managed properties in the months of April and May to conduct a thorough inspection of units, as well as, the interior and exterior components of our entire portfolio. As a result of the pandemic, it has been almost one year since our property management staff conducted such a review.

We are still working with the City of Yuma to develop a CHDO through the Arizona Housing Development Corporation. This project will gain momentum in the late fall.

We are working with the Historical Society and City of Yuma to consider plans for a resident-run business in an available building known as the Molina Block in downtown Yuma. In short, we are thinking through a business plan to provide residents an opportunity to share their gifts and talents as merchants at "La Tienda" (a working title). The space will provide low-income entrepreneurs a venue to display arts and crafts and provide tasty treats and beverage. We will support their business with training and education, and develop partnerships to strengthen their business and bolster their income potential.

Programs and services continue to expand at the Mesa Heights Community Resource Center. Through our partnerships, we currently provide computer training, financial literacy, job and life skills training at the center.

SHINE Kids helped prepare Valentine's Day gift packages for CSV residents, which included a kit to make wreaths out of hearts to celebrate the holiday while staying at home. Additionally, our Resident Service Coordinator helped orchestrate COVID-19 Vaccines for all CSV residents through a partnership with the Yuma County Health Department

SHINE 21st Century afterschool program is expanding with a recent request by Roosevelt Elementary to join. Also, MiKid will support youth at the center with mental and behavioral health services. And, WACOG will provide utility assistance for elderly guardians and grandparents of our youth participants.

The Kids at Hope Founder and CEO recently visited the SHINE Center and is looking forward to partnering with us in the development of a Time-Traveler Youth Center and Hope University. The SHINE Center will be recognized nationally as the first of its kind.

We received a well-written and very supportive letter from Rusty Tyndall, the Vice-President of the AHDC Board of Directors, for the work that is being done by Luz Acosta and her team at the SHINE Center. The letter will be shared with the Yuma Sun in hopes that it may drive further inquiry and reporting on the good work that is being done by the center for our community.

Faith-Based Initiatives continue at two of our RAD developments through a partnership with Oasis Church.

Section 8 Program

Section 8 currently has 1446 units under lease (100% Lease-up). There were 2 briefings completed, 10 vouchers issued, 110 outstanding vouchers, and 15 new (RAD) contracts for the month. Staff completed 121 Annual Re-Exams, 45 Interims, and 8 Unit Transfers. There were 14 Section 8 residents terminated from the Section 8 Program for various reasons. There were 99 unit inspections.

HACY Housing / Property Management

There were 2 move-outs from HACY Housing this month. The average length of time to turnover a unit year-to-date is 26 days.

Staff collected 94% of rent billed this month. The total HACY Housing YTD delinquency is \$3,341 of which approximately \$0 is attributed to Unreported Income/Retro Rents – with Signed Promissory Notes in place.

Maintenance

There were 52 total work orders issued and 50 completed this month. There were 9 emergency work orders of which 5 were completed after hours. Maintenance completed turnover of 3 units.

Community Services

We currently have 264 active participants in the FSS Program. There were 0 home-ownership closings this month – YTD total of 0 homeowners were produced in 2021. See attached Community Service Report for more detail on Program Summary/Activities.

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

Resolutions –

Resolution 974 – Approval of Recommendation for Chairman, G. Moss moved to approve and recommend C. Jerpseth as Chair, and L. Laster seconded the motion. All approved.

Resolution 975 – Approval of Recommendation for Vice-Chairman, C. Jerpseth moved to approve and recommend G. Moss as Vice-Chair, and M. Lovette seconded the motion. All approved.

Resolution 976 – Approval of Annual PHA Plan

C. Jerpseth moved to approve and G. Moss seconded the motion. All approved.

Resolution 977 – Approval of FYE 2021 Budget Revisions

C. Jerpseth moved to approve and L. Laster seconded the motion. All approved.

Resolution 978 – Approval of FYE 2022 Budget Proposals

L. Laster moved to approve and M. Lovett seconded the motion. All approved.

Resolution 979 – Approval of Revisions to the Admin Plan

C. Jerpseth moved to approve and L. Laster seconded the motion. All approved.

Resolution 980 – Approval of Revisions to the FSS Program Action Plan

L. Laster moved to approve and G. Moss seconded the motion. All approved.

Discussions – No Discussion

Call to the Public – No Comments

Announcements – No Announcements

Executive Session – No Executive Session

Adjournment

L. Laster moved to adjourn the regular meeting and G. Moss second the motion. The motion to adjourn was unanimously approved. The Board Meeting was adjourned 1:25 at pm.

Respectfully submitted,

Dated this 16th Day of March, 2021

Attest:

Liz Laster, Chair or, Connie Jerpseth Vice-Chairman

Michael Morrissey, Executive Director