

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

**October 20, 2020**

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 **October 20, 2020**, 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 September 15, 2020

**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 Minutes**



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

Minutes from September 15<sup>th</sup>, 2020

**Present**

Liz Laster, Chair  
Connie Jerpseth, Vice-Chairman  
David Haws, Commissioner  
Glendon Moss, Commissioner  
Chris Harmon, Commissioner  
Michael Morrissey, Executive Director/Secretary

**Absent**

Melissa Lovett, Resident/Commissioner  
Jim Allen, Commissioner

**Staff**

Maria Moreno, Interim Deputy Director – Operation for Section 8 & Community Services  
Raquel Sodari, Finance Manger – Finance Department

**Preliminaries**

A Monthly Board Meeting of the Housing Authority City of Yuma was held on September 15<sup>th</sup>, 2020, at 12:08 pm in the Mesa Heights Board Room.

**Approval of Board Minutes**

D. Haws moved to approve the minutes of August 18<sup>th</sup>, 2020, and G. Moss seconded the motion. The minutes were unanimously approved.

**Executive Director's Report**

**On The Cover**

Stephanie Duran – 1<sup>st</sup> Time Homeowner

Stephanie Duran, is a recent FSS graduate, WISH grant recipient, and first time homebuyer. When Stephanie started in the FSS program she was unemployed and a single mother of four children. Upon graduation, Stephanie's yearly employment income was near \$38,000 per year. Through adversity and perseverance, she was able to obtain employment, raise her credit score and save close to \$12,000 in her escrow savings account. Stephanie has recently announced she is expecting a baby in December 2020...her home purchase could not have come at a better time! She will be able to provide her growing family the stability she worked so hard to accomplish.

## YARDI Training

HACY initiated its computer conversion process with Yardi Systems, and recently hosted a kick-off meeting and training overview. It will take approximately 6 months to complete a full-conversion. Additionally, key HACY staff attended a three-day Nan McKay Procurement and Section 3 Training at our Mesa Heights Community Resource Center.

## **General**

We are currently developing a plan of action to appropriately utilize at total of \$468K in CARES Act funding for COVID-related expenses. We propose to utilize the funds for the Yardi Systems computer conversion and additional technology upgrades, landlord incentives to strengthen lease-up efforts (i.e. tenant security deposit and maintenance liability expense), additional support staff and work incentive program, protective shield dividers for desks and conference space, cleaning and sanitation equipment and supplies, etc. We are still reviewing eligible expenses and will present an overall plan of action with budget in the coming months.

We continue to make noticeable progress with the development of the Magnolia Avenue Project with the recent completion of flooring, roofing, block wall, and landscaping. A walk-through is scheduled for later this week. We plan to market the property to eligible applicants by September 15, 2020.

Our application for three additional units of affordable housing for persons with SMI received positive review by Arizona Complete Health. We await final approval by AHCCCS.

The City of Yuma recently informed us that that are seeking a partnership with a non-profit, community-based organization with the capacity to develop affordable housing for the community it services; otherwise known as a Community Housing Development Organization (CHDO). And, there is currently \$700K available to support development activity. As a result, we are researching criteria for eligibility.

All community and SHINE-related events at the Mesa Heights Community Resource Center have been suspended until further notice. We continue to provide weekly meals on a first come first serve basis for all youth under the age of 18 years old. We provided meals for 51 families this past month. We are currently working with our partners to develop a safe and responsible way of offering services for our low-income families and surrounding community.

All group activities at Casa Sierra Vista (CSV) have been suspended until further notice. However, we continue to deliver meals on a regular basis and staff is conducting well-being calls to ensure residents are safe and well. Additionally, we recently delivered "activity" bags to residents with seeds, soil, and recyclable pots with instructions for planting provided by the Yuma County Health Department.

We are also working with our elderly/disabled residents at Casa Sierra Vista to develop an intergenerational program to strengthen and support our elderly residents and youth participants

at the SHINE Center. We are committed to activities that include gardening, arts-n-crafts, reading, and a multi-generational variety show.

The SHINE Center currently hosts two bachelor-level student interns from NAU and two master-level student interns from ASU. They are assisting with program development, resource coordination, marketing and recruitment, and our intergenerational and mini-mentor programs.

The HACY FSS staff delivered more than 200 invitations to FSS families offering free childcare at the SHINE Boys and Girls Center. Eligible families are being offered childcare, leadership training, homework assistance, a parent support group, parenting classes and many other enrichment courses. To be eligible, the FSS participant must be enrolled in an educational curriculum and/or job search program. As a result of HACY's financial contribution to SHINE, there are 75 slots available for our eligible FSS families on a "first come first serve" basis. HACY is excited about this new partnership and we are confident our families will benefit from the quality and diverse services offered at the SHINE Center.

The WISH grant funds for 2020 have been exhausted. HACY will no longer be accepting WISH grant applications until new funding is released in 2021. In the last five months, we approved seventeen families; however, only nine were authorized to utilize the funding, totaling \$198K. We are pleased with the program success and hope to continue with this unique opportunity for our low-income families in the coming years. Additionally, HACY FSS staff assisted 8 families on their path to becoming first-time homeowners in 2020.

The Section 8 Department is continuing its struggle to meet lease-up goals and is aggressively issuing letters to applicants offering opportunities for housing. We outlined several contributing factors to our struggle and are actively working on a plan for immediate improvement.

In short, we anticipate covering security deposit expenses and providing landlord incentives to encourage landlords to reduce emphasis on prior landlord references, credit history and criminal background checks; re-instituting mass briefings and voucher issuance, re-opening office space for client interaction, strengthening our communication methods and customer service, hiring full-time temporary support; reaching out to service providers to assist in eliminating barriers (i.e. utility assistance, transportation); and lessening the restriction of existing unit standards to allow HOH their own bedroom. However, there are some uncontrollable factors, such as limited available rental housing stock; limited landlord participation due to fear and politics; and a growing attrition rate as a result of lease violations, COVID-related and other health concerns.

### **Section 8 Program**

Section 8 currently has 1345 units under lease (93% Lease-up). There were 2 briefings completed, 32 vouchers issued, 64 outstanding vouchers, and 4 new (RAD) contracts for the month. Staff completed 95 Annual Re-Exams, 42 Interims, and 7 Unit Transfers. There were 21 Section 8 residents terminated from the Section 8 Program for various reasons. There were 180 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 39 days.

Staff collected 96% of rent billed this month. The total HACY Housing YTD delinquency is \$2,274 of which approximately \$0 is attributed to Unreported Income/Retro Rents – with Signed Promissory Notes in place.

## **Maintenance**

There were 87 total work orders issued and 77 completed this month. There were 53 emergency work orders of which 24 were completed after hours. Maintenance completed turnover of 3 units.

## **Community Services**

We currently have 281 active participants in the FSS Program. There were 2 home-ownership closings this month – YTD total of 8 homeowners were produced in 2020.

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

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

**Resolutions** – No Resolution

**Discussions** – No Discussion

**Call to the Public** – No Comments

**Announcements** – No Announcements

**Executive Session** – No Executive Session

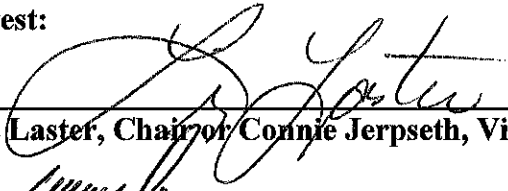
## **Adjournment**

C. Jerpseth moved to adjourn the regular meeting and D. Haws second the motion. The motion to adjourn was unanimously approved. The Board Meeting was adjourned 12:54 at pm.

Respectfully submitted,

**Dated this 15<sup>th</sup> Day of September, 2020**

**Attest:**

  
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**Liz Laster, Chair of Connie Jerpseth, Vice-Chairman**

  
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**Michael Morrissey, Executive Director**