



Board of Commissioner's Meeting
Housing Authority City of Yuma
420 South Madison Avenue Yuma, Arizona
Minutes from July 19, 2011

Present

James Allen, Chairman
William Masland, M.D., Vice Chairman
Emilia Matos, M.D.
William Craft, Commissioner
David Haws, Commissioner
Michael Morrissey, Executive Director / Secretary

Absent

Connie Jerpseth, Commissioner
Teresa Yreta, Resident Commissioner

Staff

Howard Tang, Deputy Director
Philip Steers, Finance Director
Lupe Smith, Administration and Human Resource Manager

Preliminaries

A Regular Board Meeting of the Housing Authority City of Yuma was held on July 19, 2011 at 12:04p.m. in the HACY Boardroom.

Approval of Board Minutes

E. Matos moved to approve the minutes of June 20, 2011, and W. Masland seconded the motion. The minutes were unanimously approved.

Executive Directors Report

Congressman Raul Grijalva Visits HACY

Congressman Raul Grijalva made another visit to HACY to personally congratulate us for a successful Community Service Program, and particularly for receiving recent grant funding for the FSS and ROSS programs. He showed enthusiasm, support, and explained the need to continue to serve our residents and youth in an effort to address their growing needs and to improve the quality of life in our communities. He recognized the correlation between successful service programs and healthy affordable housing communities.

Optimist Club of Yuma Makes Donation to The SHINE Program

The SHINE Program recently received a \$500 donation from the Optimist Club of Yuma to help provide sports equipment for the youth of Salida Del Sol. Additionally, the OCY confirmed that they would continue to help raise money to supplement program costs and expand the services to other areas throughout the City of Yuma.

General

The Community Service Division is working diligently to develop an operation plan of action to enhance their program and meet the requirements of the various grants recently received to supplement the program with additional finances and resources. In essence, the division leader has allocated responsibilities of FSS Staff to create specialists in areas such as: Marketing, Education/Training, Case Management, Recruitment, Special Events/Fundraising, and Community Service Programs, etc. Also, temporary staff will be assigned to conduct an assessment of the need for and impact of our programs and services as seen through the perspective of clients, residents, and various community partners. Additionally, through the ROSS Grant a staff member will be assigned to meet HUD Logic Model requirements as well as facilitate and further develop The SHINE Program.

After working with the Montoya Group (local) and Paychex (national) insurance brokerage service agents, as well as the Yuma Area Benefits Consortium, to enhance our benefits package (more for less), we confirmed that Paychex would be our broker of record. In short, our medical changed from the Principal Financial Group to Blue Cross Blue Shield. As Principal Financial Group is dropping out of the insurance business, BCBS seemed to offer the best services and provider network for the least cost. Fortunately, we were able to provide similar benefits for minimal additional cost to the employee. We opted to offset the additional cost by eliminating our clothing allowance and enhancing our overall benefit allowance for all staff. There was no additional expense to our agency, but we were able to reduce an increase in cost to the majority of staff. Additionally, our dental, life, and vision services and costs remained the same as previous. Ultimately, our relationship with Paychex not only helped in reducing projected expenses, but also provided our agency and staff with an array of additional services, such as: a no-fee Flexible Spending Account, Balance Care, Nurse Line, the Healthy Blue Program, and an Employee Assistance Program at no additional cost. This is all in addition to payroll and HR services.

Unfortunately, we received word from HUD that we were rated as a “Standard Performer” for the Public Housing Assessment System (PHAS) Score Report for the Transition Year – FYE 2010. In discussion with our auditor, we concluded that our Financial Indicator was adversely affected by the loans relating to AHDC, but the auditor believes this “will change next year.”

We received word from HUD that our application for the Family Unification Program (15 DV Vouchers) was determined to be ineligible for funding. We are researching the deficiencies, and will make improvements in the application process for the next funding cycle. We collaborated with Child Protective Services on this grant opportunity, and will meet with them to further strengthen our future proposal.

Staff and I worked as diligently as possible this past month to complete the last of the few remaining tasks from our Three Year Strategic Plan - Goals and Objectives. We achieved a completion rate of 90%. The next step is not only to complete the remaining tasks and continue to meet ongoing goals, but also to develop a more traditional Strategic Plan with Mission, Vision, Values, and Goals to take this agency to a higher and more prominent level of service and performance.

Finance

See Attached Financial Reports

Section 8 Program

Section 8 currently has 1154 units under lease (101.4% Lease-up). There were 2 briefings completed, 14 vouchers issued, 50 outstanding vouchers, and 14 new contracts for the month of June. Staff completed 95 Annual Re-exams, 36 Interims, and 11 Unit Transfers. There were 29 Section 8 residents terminated from the Section 8 Program for various reasons. There were 131 unit inspections scheduled.

Section 8 Staff continues to focus on over-leasing units by approximately 50-60 vouchers for the next few months to effectively utilize HAP.

Public Housing / Property Management

There were 6 move-outs from Public Housing in June. The average length of time to turnover a unit year-to-date is 3 days with a June average unit turnover rate of 4 days.

Staff has collected 94.6% of rent billed in June. The total Public Housing YTD delinquency is \$11,821 of which approximately \$9,718 (82%) is attributed to Unreported Income/Retro Rents – with Signed Promissory Notes in place.

Family Self-Sufficiency

We currently have 281 active participants in the FSS Program with a total escrow balance of \$466,288. There were 5 families prequalified and actively looking for a home, and 0 families at closing/recording for homeownership opportunities. There were no homeownership closings in June. A YTD total of 0 homeowners were produced in 2011.

FSS Staff continue to assist Section 8 Program and Public Housing Staff on various projects. Additionally, see attached FSS Program Reports for more detail on Program Summary/Activities.

Maintenance

There were 172 total work orders issued and 168 completed in the month of June. There were 8 emergency work orders of which 6 were completed after hours. 81% of work orders originated by HACY staff and 19% originated from residents. Maintenance completed turnover of 7 units.

We are still working out the contract details of a solar panel installation project at 100 units of Public Housing. This project will be fully-funded by APS through the use of Recovery Act funds. This project will significantly reduce the utility expenses for 100 of our low-income families.

Arizona Housing Development Corporation (AHDC)

Fannie Mae

The recommendation by Fannie Mae representatives to offset the approximate \$1.5M debt with a one-time payment of \$50,000 by December 31, 2011 has been submitted to the proper authority. To date, final approval of recommendation has not been issued.

Eldorado Lot Split

Our Attorney in collaboration with Dahl Robins is still working with the City of Yuma to approve a Lot Split of Eldorado – Phase One and Phase Two. The Lot Split is necessary to legally identify and separate the parcel (Phase II) for purchase and

Other

William Craft inquired about the delinquency report, in regards to attorney's fees. Michael stated that this is directly related to evictions.

Resolutions – No Resolutions

Discussions – No Discussion

Call to the Public – No Comments

Informational Items – No Comments

Announcements- No Announcements

Executive Session – Was convened to discuss three year strategic plan and Executive Performance

Adjournment -

W. Masland moved to adjourn the regular meeting and E. Matos seconded the motion. The motion to adjourn was unanimously approved. The Board Meeting was adjourned at 1:01 pm.

Respectfully submitted,

Dated this 19th Day of July 2011

Attest:

James Allen, Chairman or William Masland M.D., Vice-Chairman

Michael Morrissey, Executive Director