



Board of Commissioner's Meeting
Housing Authority City of Yuma
420 South Madison Avenue Yuma, Arizona
Minutes from September 20, 2011

Present

James Allen, Chairman
William Masland, M.D., Vice Chairman
Connie Jerpseth, Commissioner
Teresa Yreta, Resident Commissioner
David Haws, Commissioner
Michael Morrissey, Executive Director / Secretary

Absent

William Craft, Commissioner
Emilia Matos, M.D.

Staff

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

Preliminaries

A Regular Board Meeting of the Housing Authority City of Yuma was held on September 20, 2011 at 12:06p.m. in the HACY Boardroom.

Approval of Board Minutes

Dr. William Masland moved to approve the minutes of August 16, 2011, and David Haws seconded the motion. The minutes were unanimously approved.

**Executive Directors Report
On The Cover**

New Hires

Elizabeth Ayala is originally from Mexicali - Baja California, Mexico but has been living in Somerton for the last 21 years. She is married with two children. Elizabeth worked at Housing America for more than eleven years as a Rental Clerk, but was later promoted to Group Coordinator and Self Help Director. She previously worked at Comite de Bien Estar for 6 years as a Housing Counselor.

Roxanna Sanchez was born in Orange County, California but moved to Yuma at a young age and has lived here her whole life. Roxanna graduated from Cibola High School in 1996 and got married that same year to her husband of 16 years. She is the proud parent of two children. Her hobbies include hanging out with her husband and children. She enjoys boating on the River and taking her children riding out in the Dunes!! She also enjoys exercising at the gym and dancing as much as possible. Roxanna has always loved working with the Community and has a whole lot of experience to prove it. She worked at AEA FCU for 7 years holding various positions, worked at Housing America as a Housing

Counselor for about 3 ½ years, and was recruited to work as a Mortgage Consultant with Community Housing Programs at National Bank of Arizona, where she worked for 6 ½ years before joining HACY.

Non-Harassment and Workplace Violence Training

The entire HACY staff attended a Paychex HR Solutions sponsored training in Non-Harassment and Workplace Violence. We are planning to host this training annually to ensure we are up to date with regulations, policy and procedure.

Staff Reflection Day

All staff participated in a day of wellness at Inca Lanes. This was a great opportunity to integrate recent new hires to the HACY team while participating in healthy activity and enjoying a break from the daily routine of business as usual. Staff felt invigorated and returned to work with such energy and enthusiasm.

General

Key staff and I are planning a Leadership Team Retreat to focus on developing the HACY Strategic Plan. We will focus on agency Strengths, Weaknesses, Opportunities, and Threats as well as develop a plan to position the agency for optimum performance and growth. The entire agency will subsequently have an opportunity for comment and input. Additionally, the HACY Board of Commissioners will participate in the process of strengthening our agency mission and values as well as identifying and setting appropriate goals and objectives for our continued success.

I recently met with Irma Myers, Executive Director of Housing America, to discuss housing issues and policies as well as opportunities for collaborative relationships. We discussed such opportunities as property management services, development, grant writing, policy review and advocacy, etc.

Key staff attended a HUD Section 3 and Procurement Training at the HUD Field Office in Phoenix.

Finance

See Attached Financial Reports

Section 8 Program

Section 8 currently has 1170 units under lease (102.8% Lease-up). There were 2 briefings completed, 14 vouchers issued, 60 outstanding vouchers, and 29 new contracts for the month of August. Staff completed 80 Annual Re-exams, 54 Interims, and 18 Unit Transfers. There were 25 Section 8 residents terminated from the Section 8 Program for various reasons. There were 143 unit inspections scheduled.

Section 8 Staff continues to focus on over-leasing for the next few months to effectively utilize HAP.

Public Housing / Property Management

There were 4 move-outs from Public Housing in August. The average length of time to turnover a unit year-to-date is 2 days with an August average unit turnover rate of 2 days.

Staff has collected 90.3% of rent billed in August. The total Public Housing YTD delinquency is \$20,236 of which approximately \$11,863 (58.6%) is attributed to Unreported Income/Retro Rents – with Signed Promissory Notes in place.

Family Self-Sufficiency

We currently have 291 active participants in the FSS Program with a total escrow balance of \$472,496. There were 4 families prequalified and actively looking for a home, two families under contract, two declined, and 0 families at closing/recording for homeownership opportunities. There were no homeownership closings in August. A YTD total of 0 homeowners were produced in 2011.

See attached FSS Program Reports for more detail on Program Summary/Activities.

Maintenance

There were 193 total work orders issued and 193 completed in the month of August. There were 21 emergency work orders of which 12 were completed after hours. 84% of work orders originated by HACY staff and 16% originated from residents. Maintenance completed turnover of 4 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, and will significantly reduce the utility expenses for these 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 sale.

Resolutions – No Resolutions

Discussions – Discussed rental of commercial space to Amberly's Place and Cenpatico Vouchers.

Call to the Public – No Comments

Informational Items – No Comments

Announcements- No Announcements

Executive Session – No Executive Session

Adjournment -

W. Masland moved to adjourn the regular meeting and C. Jerpseth seconded the motion. The motion to adjourn was unanimously approved. The Board Meeting was adjourned at 12:55 pm.

Respectfully submitted,

Dated this 20th Day of September 2011

Attest:

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

Michael Morrissey, Executive Director