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## City of Flagstaff Housing Authority Board of Commissioners

10:00 AM, Thursday, May 21, 2020  
Remote Meeting – Microsoft Teams

### Meeting Minutes

#### CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on \_\_\_\_\_ at \_\_\_\_\_ in accordance with the statement filed with the City Clerk.

This agenda has also been posted on the City's website and can be downloaded at [www.flagstaff.az.gov](http://www.flagstaff.az.gov).

#### NOTICE OF OPTION TO ENTER INTO EXECUTIVE SESSION

**Executive Session:** Pursuant to A.R.S.38-431.02, notice is hereby given to the Board of Commissioners and to the general public that, at this regular meeting, the Board of Commissioners may vote to go into executive session, which will be closed to the public, for legal advice, discussion and/or consultation with the Housing Authority of the City of Flagstaff's attorney(s) for legal advice on any item on this Agenda, pursuant to A.R.S 38-431.03(A)(3). No legal action shall be taken in executive session.

#### I. Call to order

Meeting called to order at 10:00 am by Mr. Tad Moore

#### II. Roll call

##### Board members:

Chair – Tad Moore - Present  
Vice-Chair – Vacancy  
Mayor Coral Evans - Absent  
April Smith - Present  
Brenda Silveus - Present  
John Semanas - Resigned  
Moses Milazzo - Present

##### City Staff:

Caleb Alexander - Present  
Deborah Beals - Present  
Kurt Aldinger - Present  
Larry Lopez - Absent  
Sarah Darr - Present  
Tracey French - Absent



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Housing Authority staff at 928-213-2730 (or 774-5281 TDD). Notification of at least 48 hours in advance will enable the City to make reasonable arrangements.

### III. Preliminary General Business

#### a) Public Comment

At this time, any member of the public may address the Board on any subject within the Board's jurisdiction that is not on this meeting's agenda. The Arizona Open Meeting Law prohibits the Board from discussing or taking action on an item that is not listed on the prepared agenda. Commissioners may, however, respond to criticism made by those addressing the Board, ask staff to review a matter, or ask that a matter be placed on a future agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

Mr. Tad Moore invited the public to speak. No members of the public were present.

### IV. Approval of Minutes

#### a) Regular Meeting of February 20, 2020

Ms. Brenda Silveus motioned to approve, Ms. April Smith seconded, approved unanimously.

### V. Action Items

**No Action Items**

### VI. Informational Items

#### a) **Report on Housing Commission Progress – Mr. Moses Milazzo & Ms. Sarah Darr**

Mr. Moses Milazzo led report, citing that Housing Commission meetings had not taken place since previous report with the next meeting coming on May 28, 2020. Ms. Sarah Darr reported City Council and public support for a bond measure for housing expansion on the general election ballot; however, conditions brought on by COVID-19 has informally tabled this bond measure. Ms. Silveus and Ms. Smith raised questions, to which Ms. Darr responded.

#### b) **Waiting List Status Update – Mr. Kurt Aldinger**

Mr. Kurt Aldinger explained the current conditions of the one- and two-bedroom waiting lists and that despite the number of applicants, the number of applicants with residency preference has not significantly changed. Therefore, these waiting lists will remain open. Section 8 HCV waiting list has closed to new applications after reaching a target number of applicants. Mr. Aldinger also reported a recent increase in applications and cited economic conditions. Mr. Aldinger reported 663 one-bedroom applicants with 191 having preference, 401 two-bedroom applicants with 166 having preference, and 60 three-bedroom applicants. In response to Mr. Moore's question, Mr. Aldinger stated that non-preferenced applicants are based in the Navajo Reservation, Greater Phoenix area, Chicago area, Detroit area, and Southern California. Mr. Milazzo, Mr. Aldinger, Ms. Darr, Ms. Silveus, Mr. Caleb Alexander, and Ms. Smith further discussed the residency preference, applicant communication, and why these regions show an influx of applications, citing SocialServe.com as one mechanism for these applicants.

#### c) **Five Year Plan Update – Mr. Aldinger**

Mr. Aldinger discussed the Five Year Plan which was initially due on April 17, 2020. Due to conditions relating to COVID-19, public hearing and board discussion have been postponed. The Department of Housing and Urban Development have issued extensions of deadlines regarding the Quality Housing and Work Responsibility Act of 1998 (QHWRA). Mr. Aldinger also referred to the Five Year Action Plan, which concerns capital fund expenditures. Ms. Smith and Mr. Moore asked about City Council and oversight generally, to which Ms. Darr and Mr. Aldinger responded. Ms. Silveus inquired about board member attendance of public meetings, which Mr. Aldinger neither expected, nor discouraged. Mr. Moore asked for current deadlines, to which Mr. Aldinger stated October 17, 2020. Mr. Milazzo, Ms. Darr, and Mr. Aldinger discussed remote meetings but expressed preference for physical meetings for maximum participation. An August 15, 2020 deadline to schedule meetings, remote or in-person, was identified.

d) **Operational Update Regarding COVID-19 – Ms. Darr**

Ms. Darr expressed appreciation for staff under current conditions, referring to informing program participants and safety, then reported on CFHA responses to COVID-19. Safety precautions have included front office closure, document intake quarantine, employee laptops (as part of standard computer replacements), remote work, issuance of cell phones for remote workers, staggered office schedules, staff self-isolation, supplying PPE to staff, and postponing signature requirements. Additional federal funding can assist in new expenses and possibly with revenue shortfalls related to COVID-19. Re-entry planning has begun with a priority on employee safety, using CDC gating criteria, then adapting to regular client interaction.

Mr. Aldinger spoke on rates of payment by housing program participants, citing 98% collection rate across developments, though rent roll has been reduced by 20% for Flagstaff Housing West and 18% for East Flagstaff Housing due to resident income and expense changes. Mr. Aldinger expressed appreciation for resident reporting, allowing for rapid interim recertification.

Ms. Darr continued, citing communication strategies with program participants, including Section 8 HCV participants. She went on to acknowledge employee stress while maintaining quality of work. Mr. Tad Moore asked for interim recertification rates, to which Mr. Aldinger stated an estimate of 30-35% of non-disabled households having reported changes in income or expenses. Mr. Milazzo thanked the CFHA staff.

**VII. General Business**

a) Reports

i) Finance Report – Ms. Deborah Beals

Ms. Deborah Beals delivered her report, showing that public housing rent (revenue) has decreased from \$119,000 in March to \$97,000 in May while Housing Assistance Payments (HAP, expense) have increased from \$375,000 in March to \$381,000 in April and to \$379,000 in May. June HAPs are expected to increase. CFHA revenue is 87% of 83% expected revenue; federal funding sources may be able to address relevant shortfalls and COVID-19 related expenses. Expenditures for maintenance are high due to unit turnover and high for HAP Port-Ins. Mr. Moore expressed appreciation for the report.

ii) Director's Report – Ms. Darr

Ms. Darr reported on foster care vouchers and that the MOU with the Department of Child Safety is complete and awaiting signatures. The City of Flagstaff has secured PPE which is accessible to CFHA. The City Management team has set into place a Recession Plan with triggers based on reduced revenue. CFHA funding is unique due to funding sources and City of Flagstaff restrictions may not reflect CFHA conditions. Mr. Milazzo asked about the liquidity of funds between the CFHA and other City of Flagstaff departments, to which Ms. Darr said they are restricted federal funds and are not accessible to other departments.

b) Board Member Comments

Mr. Moore expressed thanks to staff and to Board Members for adapting to remote meetings.

c) Next Scheduled Meeting: Thursday, June 18, 2020 at 10:00 am

**VIII. Adjournment**

Mr. Moore adjourned the meeting at 11:01 am, May 21, 2020