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City of Flagstaff Housing Authority Board of Commissioners

10:00 AM, Thursday, January 21, 2021

Remote Meeting – Microsoft Teams

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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.

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 10:05 am by Ms. Brenda Silveus, Acting Chair.

II. Roll call

Ms. Darr called roll and asked for introductions, to which Board Members answered in turn. Mr. Tad Moore joined later in the meeting.

Board members:

Chair: Tad Moore – Present
Joined at 10:24 am
Vice-Chair – Vacancy
Mayor Paul Deasy – Present
Left at 11:00 am
April Smith – Present
Brenda Silveus – Present
Mark Culbertson – Present
Moses Milazzo – Present

City Staff:

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



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.

[Ms. Brenda Silveus invited the public to speak. No members of the public were present.](#)

IV. Approval of Minutes

a) Regular Meeting of December 3, 2020

[Mr. Moses Milazzo motioned to approve the minutes, Ms. April Smith seconded; minutes were approved unanimously at 10:13 am.](#)

V. Action Items

a) Approval of Section 8 Security Deposit Loan Program – Ms. Deborah Beals

[Click here to see the presentation. \(Powerpoint\)](#)

[Ms. Sarah Darr presented on the Section 8 Security Deposit Loan Program \(SDAP\). SDAP is intended to help voucher holders overcome financial barriers related to security deposits and application fees with zero-interest loans and terms of 6-12 months. Thirty \(30\) phone calls were tracked by staff during the public comment period, all of which were supportive of the program. Mr. Milazzo, Mr. Tad Moore, and Ms. Darr discussed partnership with a nonprofit community lending agency that would allow for credit reporting, to support participants building credit. Mr. Mark Culbertson inquired about the income-based loan term ranges, to which Ms. Darr responded that it was a staff recommendation. Ms. April Smith expressed support.](#)

[Mr. Milazzo motioned to recommend to City Council to approve the program as written, Ms. Silveus seconded. The motion approved unanimously at 10:38 am.](#)

VI. Informational Items

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

[Mr. Milazzo introduced the item, citing recent introductions before passing to Ms. Darr. Ms. Darr explained the Housing Commission, cited recent goal setting activity, response to the Proclamation of a Housing Crisis, and the creation of a public-facing ten-year housing plan. The item passed without additional comment.](#)

VII. General Business

a) Reports

i) Finance Report – Ms. Beals

[Ms. Deborah Beals welcome new board members and provided a detailed review of the Budget Report covering program budgets, expenses, and COVID-19/CARES Act-related variation. The item passed without comment.](#)

ii) Director's Report – Ms. Darr

[Ms. Darr reported on COVID-19 risk reduction strategies to ensure staff and client safety, including maintenance protocol and vaccination access. Ms. Darr described the rollout of Mainstream Vouchers, updates to the Section 8 Administrative Plan, and the issuance of the first Foster Youth to Independence \(FYI\) Voucher.](#)

[Ms. Darr continued that various housing partners are working to track threats of eviction in](#)

the area. Of 265 rental units, 2 units are 90 days or more overdue on rent, 1 unit is 60 days or more overdue on rent, and 6 units are 30 days or more overdue on rent. Ms. Darr cited housing specialists' diligent work with clients to setup payment agreements and otherwise address overdue rent issues. Ms. Darr went on to discuss current status of eviction moratoria.

The item concluded without additional comment.

b) **Board Member Comments**

Mr. Moore thanked Mr. Culbertson and Mayor Paul Deasy for joining the Board and extended gratitude to all members of the Board and the CFHA staff.

c) **Next Scheduled Meeting: Thursday, February 18, 2021 at 10:00 am**

VIII. Adjournment

Mr. Moore adjourned the meeting at 11:08 am.