

## **MESA HOUSING SERVICES GOVERNING BOARD**

April 9, 2020

The Mesa Housing Services Governing Board of the City of Mesa met via virtual format streamed into the lower level meeting room of the Council Chambers, 57 East 1st Street, on April 9, 2020 at 7:31 a.m.

**BOARDMEMBERS PRESENT**

John Giles, Chairman\*  
Mark Freeman, Vice Chairman\*  
Jennifer Duff\*  
Francisco Heredia\*  
David Luna\*  
Kevin Thompson\*  
Jeremy Whittaker\*

**BOARDMEMBERS ABSENT**

Gary Nelson

**STAFF PRESENT**

Christopher Brady  
Holly Moseley  
Jim Smith

(\*Council participated in the meeting through the use of video conference equipment.)

Chairman Giles excused Boardmember Nelson from the entire meeting.

1. Items from citizens present.

There were no items from citizens present.

2. Approval of minutes from the December 5, 2019 meeting.

It was moved by Boardmember Thompson, seconded by Boardmember Luna, that the minutes from the December 5, 2019 Mesa Housing Services Governing Board meeting be approved.

Upon tabulation of votes, it showed:

AYES – Giles-Freeman-Duff-Heredia-Luna-Thompson-Whittaker  
NAYS – None  
ABSENT – Nelson

Chairman Giles declared the motion carried unanimously by those present.

3-a. Approving the City of Mesa Public Housing Agency 2020/2025 Five-Year Plan and the Annual Plan for Fiscal Year 2020/2021 and authorizing the Chairman of the Board to submit the Five-Year Plan and the Annual Plan to the U.S. Department of Housing and Urban Development.

Housing Supervisor Mary Brandon displayed a PowerPoint presentation. She stated the administrative plan changes consist mostly of Housing and Urban Development (HUD) regulation clarifications. **(See Attachment 1)**

Chairman Giles announced that this was the time and place for public hearing regarding Mesa Housing Services' 2020/2025 Five-Year Housing Plan and Fiscal Year (FY) 2020/2021 Public Housing Agency Annual Plan.

There being no citizens present wishing to speak on this issue, Mayor Giles declared the public hearing closed.

It was moved by Boardmember Luna, seconded by Boardmember Thompson, to adopt a resolution approving Mesa Housing Services' 2020/2025 Five-Year Housing Plan and FY2020/2021 Public Housing Agency Annual Plan and authorizing the Chairman of the board or his designated representative to sign and submit the plan to Housing and Urban Development.  
– HGB Resolution No. 20-1

Upon tabulation of votes, it showed:

AYES - Giles-Freeman-Duff-Heredia-Luna-Thompson-Whittaker  
NAYS - None  
ABSENT - Nelson

Chairman Giles declared the motion carried unanimously by those present.

It was moved by Boardmember Luna, seconded by Boardmember Thompson, that revisions and updates to the Mesa Housing Services Administrative Plan be approved.

Upon tabulation of votes, it showed:

AYES - Giles-Freeman-Duff-Heredia-Luna-Thompson-Whittaker  
NAYS - None  
ABSENT - Nelson

Chairman Giles declared the motion carried unanimously by those present.

Ms. Brandon reminded Council that Housing utilization is on a Calendar Year (CY). She commented CY2019 utilization ended at 95.1% and going into CY2020 will be able to maintain 100% voucher use. She advised there are units available from families that have moved out of Mesa. (See Page 5 of Attachment 1)

Ms. Brandon reported the 2019 Housing Assistance Payments (HAP) averaged approximately \$1.2 million per month. She explained the increase in the monthly rental payments is due to the higher market rental prices. (See Page 6 of Attachment 1)

Ms. Brandon shared positive comments from Housing Services' clients regarding the new office location. She stated the Veterans Affairs Supportive Housing (VASH) program is housing 138 veterans and 10 veterans currently are searching for a unit. She remarked 24 of the 28 vouchers for family unification are being utilized. She reviewed the challenges are increasing rents and landlord participation. (See Page 7 of Attachment 1)

In response to a series of questions from Chairman Giles, Ms. Brandon advised there are 40 available VASH vouchers. She added there has not been a decision on whether the City can share the vouchers, but even after sharing unused VASH vouchers with other jurisdictions there would be 10 remaining.

In response to a question posed by Boardmember Thompson, Ms. Brandon acknowledged Housing staff continue to do outreach and provide incentive programs to landlords to entice them to work with veterans and the voucher programs. She stated referrals from Veterans Affairs (VA) was increasing until the slow down last month.

Ms. Brandon reported that due to COVID-19, Housing offices are closed to the public and are doing business via phone, email, fax and drop-box. She remarked there have been a significant number of change reports due to lost income which staff normally processes within 30 days and is now trying to complete in eight days. (See Page 8 of Attachment 1)

In response to a question from Mayor Giles, Ms. Brandon advised because there are no in-person appointments, participants are allowed to leave personal documents in the drop-box and staff is mailing them back by certified mail, adding they are also accepting email or faxed documents for the time being and at a later point will request to view the originals. She confirmed staff is following HUD regulations and Housing policy.

Ms. Brandon pointed out stimulus checks will not be counted as income because it is a one-time payment. She informed Council that letters were sent to participants and landlords to update them on the new processes.

Ms. Brandon stated the Housing webpage has online forms for participants to submit paperwork. She remarked the initial move-in inspections are continuing, but the biannual and annual inspections have been cancelled. She detailed emergency inspections are being done virtually if the landlord cooperates. She added Housing staff is rotating working from home two days and in the office two days per week. (See Page 9 of Attachment 1)

Ms. Brandon indicated Housing staff have been working with Mesa CARES contacting participants and landlords through email or phone to take the survey and provide resource information.

In response to a question posed by Mayor Giles, Ms. Brandon advised she does not have additional information regarding eviction assistance during this time, other than money is available and is being distributed.

Ms. Brandon discussed staff is working to enhance programs and streamline processes to work with the needs of residents.

Mayor Giles thanked Ms. Brandon for the presentation. He stated the next few months will be interesting to see if the downturn motivates landlords to work with the voucher programs.

## 5. Adjournment.

Without objection, the Mesa Housing Services Governing Board meeting adjourned at 7:58 a.m.

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JOHN GILES, CHAIRMAN

ATTEST:

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DEE ANN MICKELSEN, CITY CLERK

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Mesa Housing Services Governing Board meeting of Mesa, Arizona, held on the 9th day of April 2020. I further certify that the meeting was duly called and held and that a quorum was present.

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DEE ANN MICKELSEN, CITY CLERK

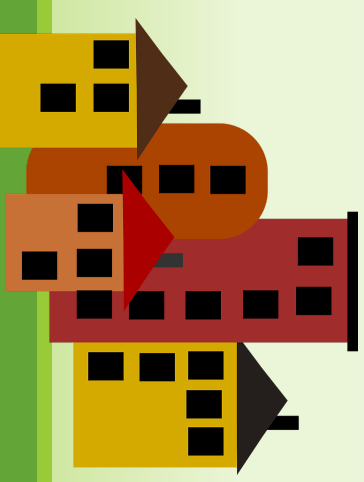
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(Attachment – 1)

# Housing Services Governing Board

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MARY BRANDON

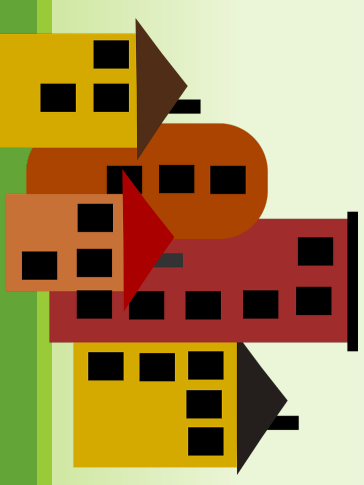
APRIL 9, 2020



## Action Items:

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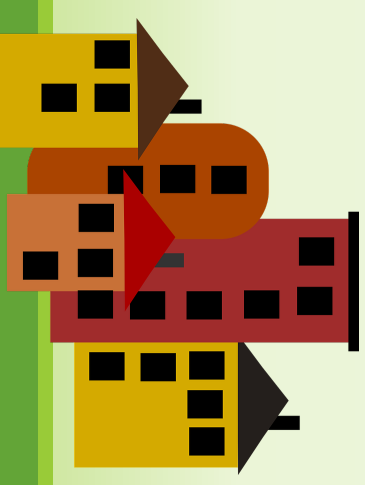
**Conduct a public hearing to allow for public comments regarding Mesa Housing Services' 2020/2025 Five-Year Housing Plan and FY2020/2021 Public Housing Agency Annual Plan.**



# Action Items:

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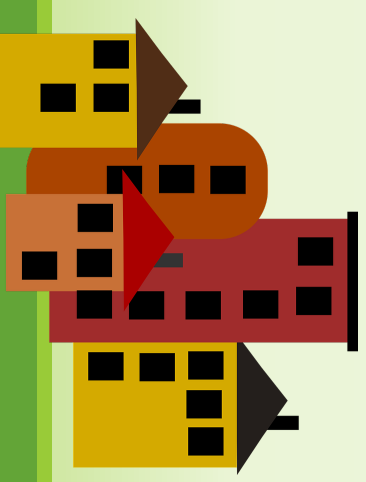
**Adopt a resolution approving Mesa Housing Services' 2020/2025 Five-Year Housing Plan and FY2020/2021 Public Housing Agency Annual Plan and authorizing the Chairman of the board or his designated representative to sign and submit to Housing and Urban Development (HUD).**



# Action Items:

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**Approve revisions and updates to Mesa Housing Services Administrative Plan, which outlines the Mesa Housing Services policies.**

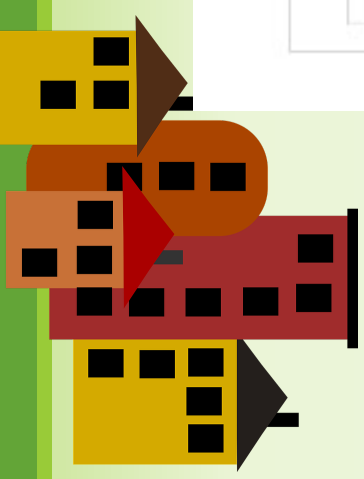




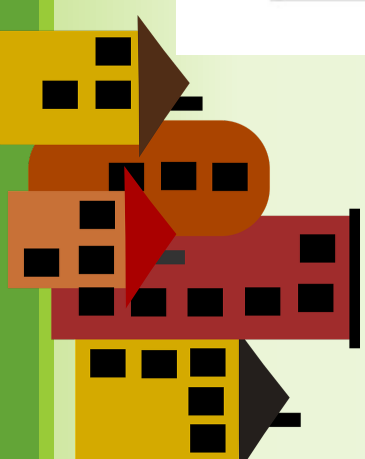
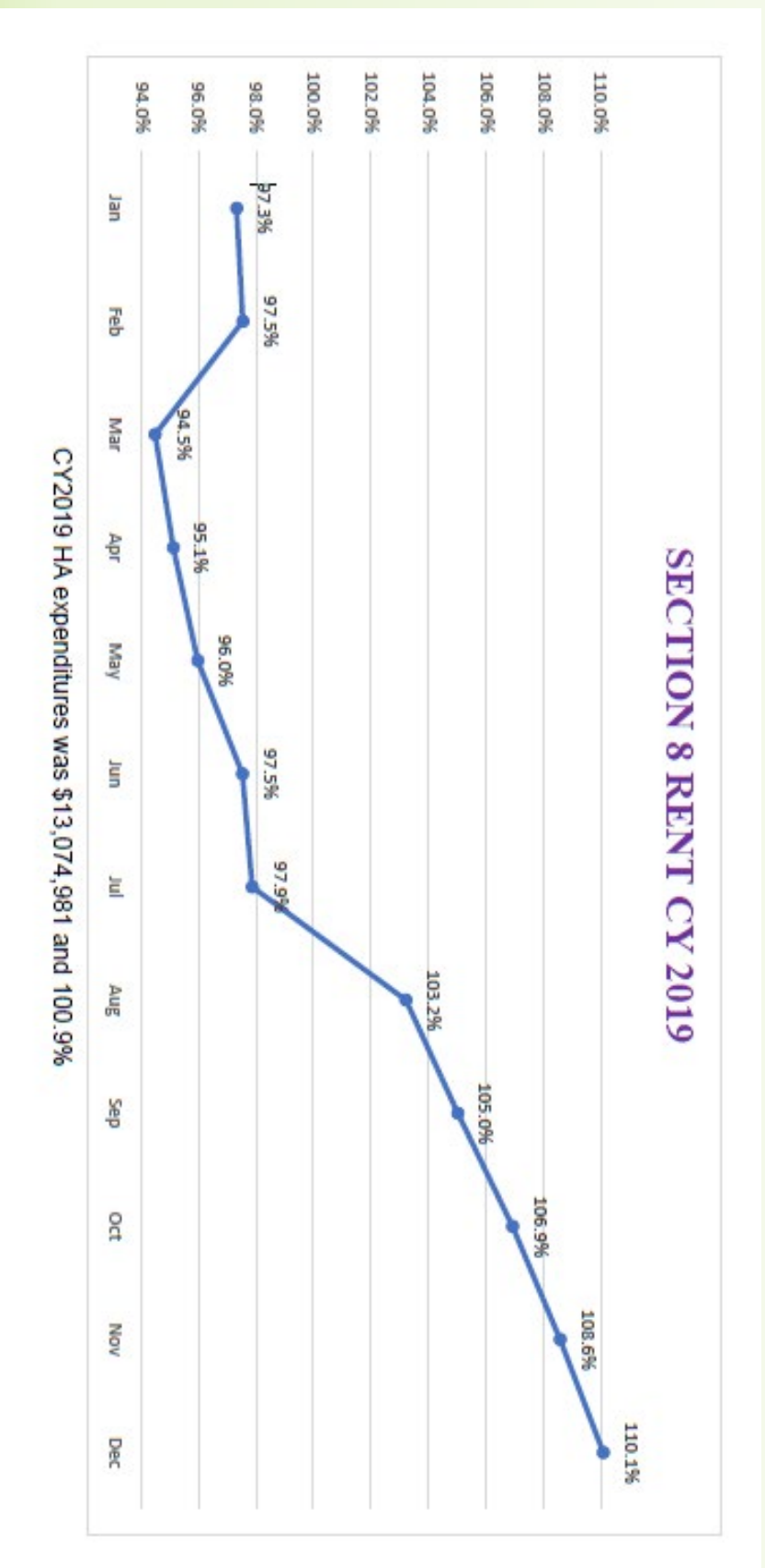
# 2019 Utilization Report



CY2019 utilization was 95.1% for all 1,771 vouchers



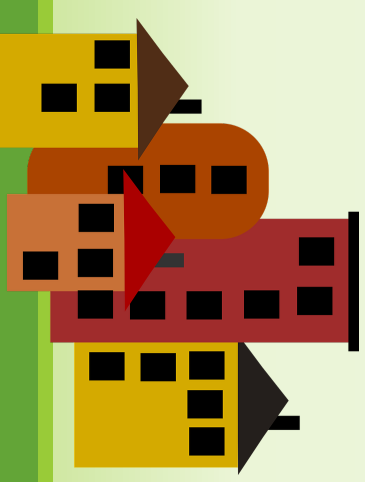
# 2019 Housing Assistance Payments (HAP)



# Housing Updates

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- ❖ New Office Location, 200 S. Center, Building 1
- ❖ VASH Utilization
- ❖ Challenges
  - ❖ Increasing of rents
  - ❖ Landlord Participation

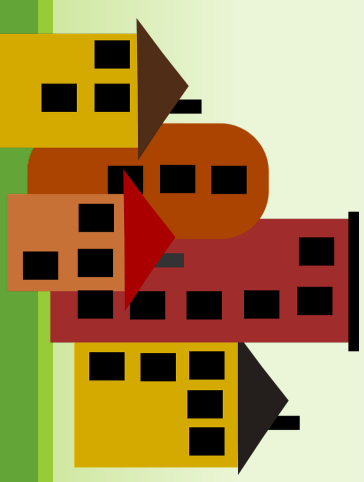


# Housing – COVID-19

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## ❖ What is Housing Staff doing?

- ❖ All in-person appointments are canceled.
  - ❖ Appointments being conducted via phone
- ❖ Required documentation to be submitted to our office via mail, fax, email or drop-box
- ❖ Changes for loss of income completed within 8 working days
- ❖ Letter with instructions and update to new processes were mailed to participants and landlords



# Housing – COVID-19 (cont.)

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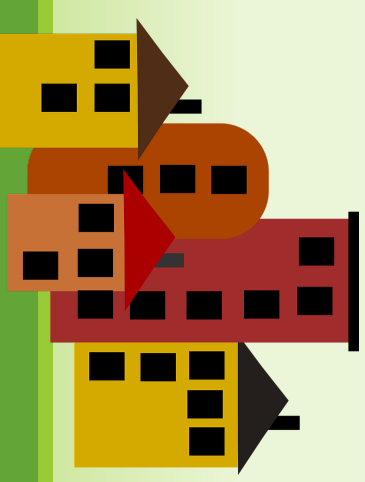
## ❖ What is Housing Staff doing

### ❖ Webpage updated

### ❖ Inspections

- ❖ Biennial inspections have been cancelled
- ❖ Conducting initial inspections for new move-ins
- ❖ Emergency inspections will be conducted per request

### ❖ Staff are working a split schedule (telecommute and office)



# QUESTIONS?

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