City of Mesa
Housing Advisory Board
Mesa City Council Chambers, Lower Level
57 East 1st Street
September 2, 2010

-Meeting Minutes-

Members
Ms. Diana Yazzie Devine (absent)
Mr. Christian Karas
Ms. Heather Kay (late)
Ms. Siri Amrit Kaur Khalsa
Mr. Thomas Mace
Mr. David Ricks (absent)
Mr. Steve Schild
Mr. Jon Scott Williams

Staff
Ms. Carolyn Olson
Mr. Scott Clapp

I. **Welcome and Introductions**
The Housing Advisory Board Meeting convened at 6:00 p.m.

II. **Approval of Minutes from June 3, 2010 HAB meeting**
Christian Karas made a motion to approve minutes from June 3rd. The motion was seconded by Siri Amrit Kaur Khalsa and approved by a 5-0 vote.

III. **Items from Citizens Present.**
There were no items from citizens present.

IV. **Action Items**

A. **Discuss and take action on the election of a new chair for the Housing Advisory Board.**
The previous chair, John Scott Williams, has termed out of office. Siri Amrit Kaur Khalsa made a motion to nominate Christian Karas as the new chair. Steve Schild seconded the motion, and the motion was approved by a vote of 5-0. Christian Karas was appointed as the new chair for the FY 10/11.

B. **Discuss and take action on the nomination and election of a vice chair for the Housing Advisory Board.**
Steve Schild made a motion to nominate Siri Amrit Kaur Khalsa as vice-chair. Discussion was made regarding Robert's Rules of Order and running the meeting as vice-chair in the absence of the chair. The motion was seconded by Thomas Mace and approved by a vote of 5-0. Siri Amrit Kaur Khalsa was appointed as the new vice-chair for FY 10/11.

C. **Discuss and take action on a proposal to Open the Housing Choice Voucher Waiting List and add individuals identified by Project H3.**
Staff made a presentation regarding a proposed change to the Housing Authority's Administrative Plan. The recommendation by staff was to change the preferences in the Housing Authority's Administrative plan to preference the homeless individuals identified by Project H3. Project H3 is spearheaded by the Arizona Coalition to End

Homelessness. 33 individuals were identified by Project H3 volunteers in Mesa. 12 of the individuals were categorized as medically vulnerable, and 3 were on the list of the Top 50 medically vulnerable in the metro Phoenix area. A recommendation is also being put forth to open the Waiting List so the homeless individuals identified by Project H3 can be added to the Waiting List and receive a voucher. Members of the Board had the following observations, questions or concerns regarding the recommendation. They are summarized as follows:

Only 33 chronically homeless people were identified? Yes. 33 individuals gave permission to be part of the program.

They are not on the street because they want to be? Not necessarily. They are chronically homeless with at least one of the indicators from the Vulnerability Index. The 3 at the top of the list could die within a short time if they don't obtain housing soon. Case Management will be provided by local non-profits to give these individuals the best opportunity at success.

When you open the list for 3-4 days, will people be actively seeking out those positions? These individuals will be working with Project H3 committee. They will assist them in getting their documents, etc.

Will the notice be a public notice? Yes. The notice will be public; but only those receiving the preference will be given application.

Why can't the preference identify a class instead of a person? The person must be identified by the Project H3 committee. We will take care of these people and then the committee will take the survey again after we get the first group housed. There are some homeless who don't want to be part of the program. The program is a nation-wide program, called Common Ground around the United States. The Coalition to end Homelessness in Arizona joined in with the nation-wide program in the 100,000 homes campaign.

Perhaps the banks could offer homes? Rental is probably the best choice to start with because most of these individuals will require case management because they may have disabilities, addictions, etc.

Perhaps several people could be housed in a dorm-type situation or a group home? The City has ordinances regulating the establishment of group homes.

Board member Jon Scott Williams expressed concern about helping only those identified by H3 and opening it to the public and denying those who may qualify but not through Project H3. Staff clarified that HUD allows us to preference single homeless individuals. 33 individuals may be targeted; but, not all of those individuals may be able to receive assistance. Additional individuals may be identified in subsequent surveys. Once the survey is done again, they can identify those they did not identify the first time.

A motion was made to amend the Housing Authority's Administrative Plan and adopt the preference for individuals identified by Project H3. Time and date would also be

added as a preference, and transitional housing would be removed as an existing preference.

The motion was seconded and approved by a vote of 6-0.

D. **Discuss and take action on a tentative meeting schedule for FY 10/11.**
Staff made a recommendation to adopt a tentative schedule that breaks Public Hearing #1 into two parts on consecutive evenings beginning at 5:00 on November 3rd and 4th, in room 170 of the Mesa City Plaza building. The proposed schedule also included a two month hiatus in December and January to account for various holidays. Meetings would then resume in February with Public Hearing #2.

A motion was made to approve the staff recommended meeting schedule for the 2010/2011 fiscal year. The motion was seconded and approved.

V. Discussion Items

A. **Discuss the Role of the Board in the CDBG/HOME/ESG Funding and Evaluation Process for FY 11/12.**
Public hearing #1 will occur over a two night period on November 3rd and 4th, in room 170 of the Mesa City Plaza Building. As opposed to last year, a more detailed scoring tool will be utilized for the rating process and will be available at the next meeting in October. The application process is currently underway, and the application deadline is the 19th of October.

B. **Discuss the City of Mesa's Housing Rehab Request for Proposal for FY 11/12.**
The City's Housing Rehab program has been coordinated out of the Neighborhood Services Department for its entire existence. It serves low income families. I will tell you what I can at this point. All these years that we've had CDBG, we've had the REHAB program within Neighborhood Services where they repair homes of families of low income. This year, the Rehab Program has been put out on a separate Request for Proposal (RFP). Any public or private organization can apply to run the program through the RFP process. In the past, the City has allocated up to a million dollars of CDBG funds toward this program each year. The RFP includes a request for putting out a proposal to contractors and non-profits to spend this much money on emergency things like air conditioners, roofs, etc. Major rehabs and reconstructs are also included in the RFP. Members of the Board had the following questions for staff:

How does the City become aware of these needs? – The City maintains a huge list. Residents call in to be added to the list. You must, however, income qualify to be eligible. Emergency repairs, like air conditioners or leaky roofs, require immediate attention. Individuals who qualify for these types of repairs, if they income qualify, generally receive immediate service. If you qualify then we do the bidding part. This year the Council has requested that we put this out as a separate RFP in order to solicit a more open field, or public, private contractors who might want to do this work.

So would that be the key difference, you're opening it up to private sector businesses?

Yes and no. They could always apply for it; but, we are making it more publicly known by doing it separately because it's such a big piece of our program budget at a million dollars. A million dollars out of our 3.4 million has typically gone to this activity. The RFP notice will be put in the local newspaper and on the City's webpage. In addition, we are going to solicit people on this Board to serve on an evaluation team for the submitted RFPs. We are going to get a panel of 5 people of non-profits and citizens to take a half day and score these applications with a scoring tool. Then we will pick the best available.

The score will be for the potential recipients? Yes. I would submit an application, if I were a contractor. I will tell criteria about the organization and what it will cost me to do these many projects. Then you'll get scores for your history, your capacity. Have you done this work before? How soon can you get going on it? Scoring is all set up on the RFP, so you just have to go over the applications, score them, and ultimately the committee will come up with a recommendation.

Does the City have a list of specifications, such as a list of equipment such as Carrier, York, etc. The way the program is set up now is that the REHAB department twice a year registers contractors. Contractors come in and they have to bring in all their licensing, bonding, and all those things. And they are approved for the list. When one of these things comes in, we can notify one of these bidders. That's the way it's done right now. But if a contractor would get it, they would have to make the choice themselves what products they use, but we will probably have some specifications on that in the RFP. We will require inspections on those.

After the scoring is done, will you have to take the highest score? There will be a discussion among that panel regarding who you would recommend to the council.

How do citizens know to apply for assistance under this program? Word of mouth is probably the best way. The word is out there, and we get lots of calls. Most cities have this type of program.
Board members Christian Karas and Steve Schild volunteered to serve on the Housing Rehabilitation Request for Proposal (RFP) Evaluation Team.

IV. Staff Reports/Announcements

A. **Housing Choice Voucher Progam** – 165 people have been added to the program since June. 350 names have been pulled from the List. We did have 3,500 on the Waiting List. However, in April, we purged the List and that brought it down to about 1700 people. We are going to be pulling off about 50 people a month. This means those individuals will rise to the top of the list, and after verification of income and eligibility, they will receive a voucher to participate in the program.

B. **Neighborhood stabilization program**
The City is in the final stages of the first Neighborhood Stabilization Program. By September 18th, 2010, all of the City's initial allocation must be spent or committed per HUD guidelines. A third round of funding for this program, NSP 3, is in the works in congress. The feds will be reallocating monies that were not spent and distributing them

to that were successful in spending their NSP 1 funds. Mesa has done a good job and may be in line for receiving additional NSP funds under NSP 3.

C. **Homelessness Prevention and Rapid Re-housing Program (HPRP) Status Update**
This was the stimulus program for person who would have been homeless, we assisted with rent. It was for those who lost their job or had their hours reduced. We have about a month to go; we have used all the funding.

D. **Board and Committee Orientation**
The Mayor's office is hosting a Board and Committee Orientation on September 8th, at 6:00 p.m. in the upper level of City Council Chambers. All Board members are encouraged to attend.

E. **Report on Meetings and Conferences**
There were no reports on current or future meetings or conferences.

VI. ADJOURN

With no additional Agenda items to discuss, there was a motion to adjourn the meeting. The motion was seconded and approved.

Approved and respectfully submitted,

Christian Karas, Chair

October 7th, 2010