



Chandler • Arizona

2019 Housing and Human Services Minutes

Regular Meetings

January 16, 2019

February 13, 2019

March 6, 2019

March 27, 2019

April 24, 2019

May 8, 2019

June 12, 2019

August 14, 2019 No Quorum

August 26, 2019

October 2, 2019

November 6, 2019

December 11, 2019

These minutes are fully searchable within this year by using the “Find Feature”.

**MINUTES OF THE
HOUSING AND HUMAN SERVICES COMMISSION
Wednesday, January 16, 2019**

1. CALL TO ORDER / ROLL CALL

Commission Chair Dylan Raymond called the meeting to order at 6:01 p.m.

Commissioners present: Dylan Raymond, Jadine Bowens, Greg Rodriguez, Cynthia Hardy, Catrina Boppart, Vanessa Dearmon, and Mekele Cole

Commissioners absent: Wesley Lawrence, Joseph Curbelo, Aaron Harris

Staff present: Leah Powell, Amy Jacobson, Karin Bishop, Lauren Koll, Deborah Cooke, Debra Stapleton, Kim Moyers, and Stephen Erno

Public present: None

* Commissioner Latrisha Centers arrived at 6:17 p.m.

2. APPROVAL OF MINUTES

a. Minutes of November 7, 2018 Regular Minutes

Motion: Commissioner Catrina Boppart made a motion to approve the November 7, 2018, regular meeting minutes. Commissioner Cynthia Hardy seconded the motion.

Discussion: None

Result: The motion passed 7- 0.

3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and will have staff follow up on any questions you raise.)

None

4. ACTION ITEMS

a. Updated CDBG/HOME Funding Priorities

Community Development & Resources Supervisor Karin Bishop discussed the funding allocations FY 2019-2020 by eligible funding priorities. She explained that in the bubble chart, 15% of CDBG allocation is designated for public services. Of that total, 5% is allocated for City staff administering public housing youth program and fair housing outreach services. The remaining 10% is an annual priority for non-profit agencies that provide homeless services, fair housing counseling, and enforcement activities.

Motion: Commissioner Mekele Cole made a motion to approve the updated CDBG/HOME funding priorities. Vice Chair Jadine Bowens seconded the motion.

Discussion: Commissioner Greg Rodriguez questioned if the Government shutdown will delay payments. Ms. Bishop explained that HUD field staff is not in the office, but we have received funding for the 2018/2019 program year. The City will continue with the allocation process for 2019/2020 as planned. Whether the shutdown causes a delay in 2019/2020 funding is unclear at this time.

Result: The motion passed 7-0.

5. BRIEFING ITEMS

- a. Resolution No. HO146, authorizing the submission of the City of Chandler Housing and Redevelopment Annual and Five-Year Plan and Capital Fund for the fiscal year beginning July 1, 2019 and certifying to compliance with the related regulations.

Debbie Cooke, Housing Administrative Supervisor gave a brief explanation of the Annual Plan for fiscal year beginning July 1, 2019. Ms. Cooke explained that staff began the planning process in September 2018 by reviewing and updating the Administrative Plan for the housing choice voucher program and the Admissions and Continue Occupancy Plan for public housing and accumulating supporting policy documents. She explained that public comment period will be in January and will end February 28, 2019. The final Annual Plan recommendation will be provided to the Commission at the March 6th meeting.

Vice Chair Bowens asked if there will be any substantial changes. Ms. Cooke explained that substantial changes will be discussed at the next Commission meet February 13th and the plan is on the City of Chandler Housing and Redevelopment website in track changes.

6. ANNOUNCEMENTS

Commissioner Catrina Boppart asked how much the Change Up campaign has raised. Neighborhood Resources Director Leah Powell explained that to date over \$1,000 has been raised in the Change up campaign but we are not finished with the outreach portion.

Ms. Bishop shared with the Commission that during the Candlelight vigil for Martin Luther King Jr, the City of Chandler had a booth for Fair Housing.

Ms. Bishop also shared that the City of Chandler is conducting a Needs Assessment, which will determine the needs in Chandler, and shape the direction we will take funding. There will be focus groups for the Needs Assessment at the end of January and will have more in March.

Information regarding CDBG applicants, scoring, subcommittee meeting dates, and chairs were distributed.

7. CALENDAR

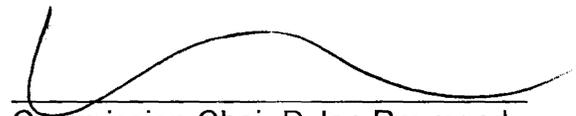
- a. General Fund Evaluation Subcommittee Orientation will be Wednesday, February 6, 2019 at 6:00 p.m., location TBD.
- b. Next regular meeting will be Wednesday, February 13, 2019 at 6:00 p.m. at the Neighborhood Resources Department.
- c. Selection of CDBG meeting dates and chairs will be approved at the next subcommittee meeting.

8. ADJOURNMENT

The meeting adjourned at 6:17 p.m.

Dated: 2/13/19

Lauren Koll
Recording Secretary Lauren Koll


Commission Chair Dylan Raymond

**MINUTES OF THE
HOUSING AND HUMAN SERVICES COMMISSION
Wednesday, February 13, 2019 - 6:00 p.m.**

1. CALL TO ORDER / ROLL CALL

Commission Chair Dylan Raymond called the meeting to order at 6:07 p.m.

Commissioners present: Dylan Raymond, Jadine Bowens, Joseph Curbelo, Greg Rodriguez, Vanessa Dearmon, Aaron Harris, Catrina Boppart and Latrisha Centers

Commissioners absent: Mekele Cole, Cynthia Hardy, Wesley Lawrence (unexcused),

Staff present: Leah Powell, Riann Balch, Karin Bishop, Lauren Koll and Deborah Cooke

Public present: None

2. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and will have staff follow up on any questions you raise.)

None.

1. BRIEFING ITEM

- a. City of Chandler Housing and Redevelopment Annual and Five-Year Plan and Capital Fund for the fiscal year beginning July 1, 2019.

Commission Chair Raymond announced that the presentation and public hearing for the City of Chandler Housing and Redevelopment Annual and Five-Year Plan and Capital Fund for the fiscal year beginning July 1, 2019 would be taken out of order (prior to approval of minutes) to accommodate the public and staff in attendance for this item, and asked Housing Administrative Supervisor Debbie Cooke to present the item.

Ms. Cooke shared that the Housing and Redevelopment Division administers 303 units of Low Rent Public Housing and 486 Housing Choice Vouchers (Section 8). Each year, staff reviews and updates, as necessary, the Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (also known as ACOP). The policy changes are mostly federal requirements or provide clarification of information. The process requires the annual plan and policies be made available through a 45-day comment period that began on January 10, 2019 and ends on February 28, 2019 at 5:00 PM. Tonight's public hearing will be the first of two public hearings. The second public hearing is scheduled for February 28, 2019 at 3:00 PM in the Housing Office.

Staff has been collecting comments from housing program participants and citizens. For this Plan, there will have been a total of four (4) Resident Advisory Meetings (RAB), with the last one scheduled for Friday, February 22, 2019 at 2:00 PM. All comments are due on February 28, 2019 at 5:00 PM. All proposed policies are available in the office in hardcopy and on the website at www.chandleraz.gov/affordablehousing. Staff will present the final version of the plans at the March meeting.

The following changes in the policies apply to both the Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Policy:

Applications

When housing programs are open again, the City of Chandler will accept pre-applications for all programs on the online portal called Rent Café. All participants and applicants will be required to register and will have access to their online account. There will also be Reasonable Accommodations for the disabled and elderly who are not able to utilize the online system.

Online Portal Access

Upon complete implementation of the Rent Café online system, applicants and participants will be required to use the website to submit change reports. The exception would be a Reasonable Accommodation request for disabled and elderly persons.

Formal & Informal Hearings

During formal and informal hearings, police reports will be considered as documentary evidence and will take the place of a police officers present at the hearing.

Utility Allowances

The Utility Allowance Schedules were updated for both Public Housing and the Housing Choice Voucher Program. A third-party contractor conducts the surveys and generates the Utility Allowance Schedules. This year, there was a decrease in the Utility Allowances. These schedules will be effective July 1, 2019.

Denial of Admission

The changes in the Denial of Admission policy apply only to Public Housing. The PHA will consider the use of a controlled substance or alcohol to be a pattern if there is more than one incident during the previous six (6) months. In determining reasonable cause, the PHA will consider all credible evidence.

Assistance Animal/Service Animal Policy

The Assistance Animal/Service Animal Policy applies to Public Housing only. The changes to the policy include specifying that the assistance animal is not a pet and performs work for a person with a disability.

Service Animal Policy

The Service Animal Policy applies to Public Housing only and specifies that a service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Trained dogs are the only species of animals that may qualify as service animals under the ADA. This policy was revised to comply with ADA requirements.

Grievance Policy

The Grievance Policy applies to Public Housing only. Some of the changes include describing the process for selecting the hearing officer.

Radon Policy

The Radon Policy is new and applies to Public Housing only.

Commissioner Catrina Boppart asked what the City's plans are to accommodate persons without computer access. Ms. Cooke shared that a plan for reasonable accommodation is being developed.

Commissioner Dearmon asked if residents who are currently on the waitlist will need to reapply. Ms. Cooke stated that residents on the waiting list will not need to reapply.

Vice Chair Bowen stated that she and several neighbors reviewed the policy and agreed that the grievance procedure is difficult to understand. She asked if it could be revised to be less technical and more user friendly. Ms. Cooke encouraged Vice Chair Bowens and all residents to submit comments in writing within the 45 day public comment period, which ends February 28th, so that staff can review and accommodate to the extent possible. Ms. Cooke explained that there is a legal component to the grievance process, so some legal language will need to remain but that every effort will be made to incorporate feedback and assist residents.

Commissioner Curbelo asked if the PHA has an ombudsman to assist staff in helping residents. Ms. Cooke stated that any staff person could assist along with other agencies who provide Fair Housing services.

Commissioner Latrisha Centers asked how residents learn about the availability of services. Ms. Cooke shared that materials are available at City Hall and on the City

website. Commissioner Dearmon added that 2-1-1 AZ was also a valuable resource. Commissioner Centers inquired further about orientation for residents receiving assistance. Ms. Cooke shared residents receive an extensive orientation, which includes information about the grievance policy.

2. PUBLIC HEARING

- a. Public Hearing for City of Chandler Housing and Redevelopment Annual and Five-Year Plan and Capital Fund for the fiscal year beginning July 1, 2019.

Chair Raymond opened the public hearing for the City of Chandler Housing and Redevelopment Annual and Five-Year Plan and Capital Fund for the fiscal year beginning July 1, 2019 at 6:26 p.m. and called on Ms. Cooke for a presentation.

Ms. Cooke shared that the Housing and Redevelopment Division administers 303 units of Low Rent Public Housing and 486 Housing Choice Vouchers (Section 8). Each year, staff reviews and updates, as necessary, the Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (also known as ACOP). She stated that this is the 1st Public Hearing on these policies. The next Public Hearing is scheduled for 2/28/19. HUD requires a 45-Day comment period for policy changes to allow the public to provide comments. The comment period begin 1/10/2019 and will end 2/28/2019. Part of the federal requirement is resident input. At the end of this process, there will have been at least 4 meetings with residents, who are part of the Resident Advisory Board, consisting of both Public Housing and Housing Choice Voucher participants. All of the policies are available on our website at: www.chandleraz.gov/affordablehousing. As a reminder, comments are due on 2/28/2019 at 5:00 pm.

There was no discussion.

Chair Raymond closed the public hearing at 6:28 p.m.

3. APPROVAL OF MINUTES

- a. Minutes of January 16, 2019 Regular Meeting

Commission Chair Raymond asked for a motion to approve the January 16, 2019 Regular Meeting Minutes. Vice Chair Bowens stated that the Minutes did not properly capture her concerns regarding the Subcommittee Selection Guidelines. She stated her concern is that the policy can be changed at any time, as it only applies to the HHSC, and does not impact Commission bylaws. Vice Chair Bowens further stated her concern that the minutes of the HHSC did not reflect that she felt that she was discriminated against. She stated that she believes the work the Commission did as a group to develop the Subcommittee Selection

Guidelines is commendable, but that the minutes are selective and do not reflect the origins of the process. Vice Chair Bowens expressed her concern that the new policy is not permanent and Director Powell advised that the policy can only be changed by a majority vote of the HHSC or by Mayor and Council. Commissioner Latrisha Centers and Vice Chair Bowens discussed Vice Chair Bowens' goal was to ensure that each Commissioner have equal opportunity to serve as Chairperson of the HHSC and/or a Subcommittee via an election process. Director Powell advised that the HHSC election process is defined in the Commission bylaws and Ms. Balch added that the new policy provides additional structure to guide the selection of Subcommittee.

Motion: Commissioner Curbelo made a motion to approve the January 16, 2019 regular meeting minutes. Commissioner Greg Rodriquez seconded the motion.

Discussion: None.

Result: The motion passed 7-1.

b. January 30, 2019 CDBG Subcommittee Minutes

Commission Chair Raymond asked for a motion to approve the January 30 CDBG & HOME Subcommittee minutes.

Motion: Commissioner Curbelo made a motion to approve the January 30, 2019 CDBG and HOME subcommittee minutes. Commissioner Boppart seconded the motion.

Discussion: Vice Chair Bowens stated that she found the notice about this meeting in her email SPAM folder after the fact, which is why she was not in attendance. Commissioner Curbelo asked why the Subcommittee dates were not reflected as future meeting dates on the HHSC agenda. Management Assistant Lauren Koll explained that it was because the HHSC agenda was due to City Clerk prior to the General Fund Orientation meeting where future General Fund Subcommittee dates were identified for each subcommittee. Staff encouraged Commissioners to note meeting dates using whatever calendaring system works best for them.

Results: The motion passed 8-0.

4. **ACTION AGENDA**

a. Updated CDBG/HOME Funding Priorities

Commission Chair Raymond asked for a motion to approve the updated CDBG/HOME Funding Priorities.

Motion: Commissioner Harris made a motion to approve the updated CDBG/HOME Funding Priorities. Commissioner Dearmon seconded the motion.

Discussion: Community Resources Manager Riann Balch provided an update to the CDBG/HOME Funding Priorities to describe adjustments for allocation. Ms. Balch continued by highlighting a few modifications that were made to the chart. Under Capital Projects and Neighborhood Revitalization for Designated Priorities, \$23,780 was added for Code Enforcement for the Alley Program. The Alley Program was piloted with CDBG funds last year, and has been extremely successful in decreasing code enforcement violations by 94% in alleys. Forty percent of the alleys in Chandler are within CDBG-eligible areas where CDBG funds are directed for Code Enforcement activities. Staff was conservative in directing 30% of the salary for the Code Enforcement Technician who monitors the alleys for the entire City, in order to continue with this program in the 2019-2020 fiscal year. As a result, the CDBG amount available for allocation for Capital Projects and Neighborhood Revitalization was decreased by \$23,780, and is now \$720,603 based on last year's allocations amount. The total amount for Capital Projects and Neighborhood Revitalization is the same. In the Public Services section for Designated Priorities, Staff added \$10,000 for Client Services for staff, who assists in coordinating services for persons experiencing homelessness and coordinating with the Homeless Navigators. As a result, the CDBG amount available for allocation to Public Service Agencies has been decreased by \$10,000, and is now \$127,434 based on last year's allocation, but the total amount for Public Services is the same. Staff provided some additional detail for HOME funding, reflecting the funding for Administration of the HOME program, which is determined by Maricopa County. The remaining funds are allocated for Housing Activities.

Results: The motion passed 8-0.

5. ANNOUNCEMENTS

6. CALENDAR

- a. CDBG & HOME subcommittee will be on Wednesday February 20, 2019 at the Neighborhood Resources Department.
- b. Next regular meeting will be Wednesday, March 6, 2019 at 6:00 p.m. at the Neighborhood Resources Department.

7. INFORMATION ITEM

8. ADJOURNMENT

Dated: 3/27/19

Lauren Koll
Recording Secretary Lauren Koll

[Signature]
Commission Chair Dylan Raymond

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
Neighborhood Resources Department
235 S. Arizona Ave, Chandler, Arizona
Wednesday, March 6, 2019 - 6:00 p.m.

1. CALL TO ORDER / ROLL CALL

Commission Chair Dylan Raymond called the meeting to order at 6:29 p.m.

Commissioners present: Dylan Raymond, Aaron Harris, Joseph Curbelo, Latrisha Centers, Mekele Cole, Catrina Boppart, Cynthia Hardy.

Commissioners absent: Jadine Bowens, Greg Rodriguez, Wesley Lawrence (unexcused)

Staff present: Leah Powell, Riann Balch, Karin Bishop, Lauren Koll

Public present: NONE

2. APPROVAL OF MINUTES

a. Minutes of February 6, 2019 General Fund Orientation

Motion: Commissioner Catrina Boppart made a motion to approve the February 6, 2019 meeting minutes. Commissioner Latrisha Centers seconded the motion.

Discussion: NONE

Results: The motion passed 7-0

b. Minutes of February 13, 2019 Regular Meeting

Motion: Commissioner Cynthia Hardy made a motion to continue the minutes to the March 27th special meeting. Commissioner Mekele Cole seconded the motion.

Discussion: NONE

Results: The motion passed 7-0

c. Minutes of February 20, 2019, CDBG and HOME Subcommittee Meeting

Motion: Commissioner Centers made a motion to approve the February 20, 2019 CDBG and HOME Subcommittee meeting minutes. Commissioner Boppart seconded the motion.

Discussion: NONE

Results: The motion passed 7-0

3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and has staff follow up on any questions you raise).

NONE.

4. ACTION AGENDA

a. CDBG and HOME Initial Funding Recommendations

Karin Bishop, Community Development and Resources Supervisor provided a brief explanation of the CDBG and HOME Subcommittee's CDBG and HOME funding recommendations for fiscal year 2019-2020. Ms. Bishop shared that 15 agencies applied for funds.

Commissioner Centers added that the Subcommittee considered available funding based on information provided by staff and prior year funding levels when developing their recommendations.

Commissioner Boppart inquired about whether an applicant had not been recommended for funding because the agency was not physically located in Chandler or was not primarily serving Chandler residents. Ms. Bishop responded that those were not reasons the Subcommittee had not recommended the agency for funding.

Riann Balch, Community Resources Manager shared the current status of CDBG and HOME appropriations bills. Ms. Bishop reviewed the public hearing and Council approval schedule.

b. Special Populations meeting date changed to March 26, 2019

Ms. Balch explained that the Special Populations Subcommittee meeting has been moved to Tuesday March 26, 2019, to avoid conflict with the Special Housing and Human Services Commission meeting on March 27, 2019.

5. BRIEFING ITEMS

a. Agency Tour Schedule

Lauren Koll, Management Assistant announced that there will be an agency tour of Mesa United Way, Chandler VITA program on March 19, 2019. Commission Chair Raymond and Commissioners Joseph Curbelo and Centers volunteered to participate.

6. ANNOUNCEMENTS

NONE

7. CALENDAR

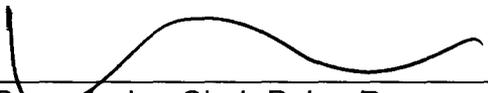
- a. Youth Subcommittee will be meeting on Tuesday, March 26, 2019, at the Neighborhood Resources Department.
- b. Special Populations Subcommittee will be meeting on Tuesday, March 26, 2019, at the Neighborhood Resources Department. (Pending HHSC Approval)
- c. Families in Crisis Subcommittee will be meeting on Thursday, March 28, 2019, at the Neighborhood Resources Department.
- d. HHSC Special Meeting will be on Wednesday, March 27, 2019 at 6:00 p.m. at the Neighborhood Resources Department.

8. INFORMATION ITEM

9. ADJOURNMENT

The meeting adjourned at 7:03p.m.

Dated: 3/27/19
Lauren Koll
Recording Secretary Lauren Koll



Commission Chair Dylan Raymond

**MINUTES OF THE SPECIAL MEETING
HOUSING AND HUMAN SERVICES COMMISSION
Council Conference Room, Council Chambers
88 E. Chicago St., Chandler, Arizona
Wednesday, March 27, 2019, - 6:00 p.m.**

1. CALL TO ORDER / ROLL CALL

Commission Chair Dylan Raymond called the meeting to order at 6:21p.m.

Commissioners present: Dylan Raymond, Jadine Bowens, Mekele Cole, Cynthia Hardy, Joseph Curbelo, and Aaron Harris*.

* Commissioner Aaron Harris participated telephonically until he arrived at 6:30 p.m.

Commissioners absent: Greg Rodriguez, Wesley Lawrence (unexcused), Vanessa Dearmon, and Latrisha Centers.

Staff present: Leah Powell, Riann Balch, Amy Jacobson, Karin Bishop, Lauren Koll, Debbie Cooke, Katie Gentry, Rosemary Rosales, Breena Meng, Dana DeLong, and Erica Barba.

Public Present: NONE

2. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and has staff follow up on any questions you raise).

NONE

3. BRIEFING ITEMS

- a. Open meeting law training, Conflict of Interest, and General Board Rules and Procedures

Senior Assistant City Attorney Rosemary Rosales conducted Boards and Commission training, which covered Open Meeting Law, Conflict of Interest, and General Board Rules and Procedures.

Highlights included:

- Open meeting law A.R.S. §38-431.03
- Public bodies.
- Legal meetings.
- Agenda.

****The Housing and Human Services Commission recessed at 7:13p.m.**

****The Housing and Human Services reconvened at 8:13 p.m.**

Assistant City Attorney Breena Meng continued the training covering the following:

- Executive session
- Minutes.
- Pitfalls.

City Clerk Dana DeLong and Assistant City Clerk Erica Barba completed the training with an overview of Public Records. Highlights included:

- Public Records A.R.S. §39—101 *et. Seq.*
- Compliance.
- Public Records Requests.

4. APPROVAL OF MINUTES

a. Minutes of February 13, 2019, Regular Meeting

Motion: Commissioner Mekele Cole made a motion to approve the minutes of the February 13, 2019, Regular Meeting. Commissioner Aaron Harris seconded the motion.

Discussion: There was no discussion.

Results: The motion passed 6-0

b. Minutes of March 6, 2019, Regular Meeting

Motion: Commissioner Cynthia Hardy made a motion to approve the minutes of the March 6, 2019, Regular Meeting. Commissioner Harris seconded the motion.

Discussion: There was no discussion.

Results: The motion passed 6-0.

5. ANNOUNCEMENTS

Vice Chair Jadine Bowens asked if staff had any information to share regarding Si Se Puede's partnership with the Murphy School District. Staff offered to add this item to a future agenda and provide an update at that time.

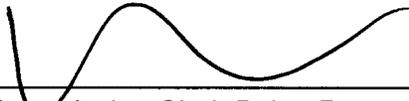
6. CALENDAR

- a. Next Families in Crisis Subcommittee on Thursday, March 28, 2019, at 6:00 p.m. in the Neighborhood Resources Department.
- b. Next Youth Subcommittee on Monday, April 15, 2019, at 6:00 p.m. in the Neighborhood Resources Department.
- c. Next Families in Crisis Subcommittee on Wednesday, April 17, 2019, at 6:00 p.m. in the Neighborhood Resources Department.
- d. Next Special Housing and Human Service Commission Meeting on Wednesday, April 24, 2019, at 6:00 p.m. in the Neighborhood Resources Department.
- e. Next Regular Housing and Human Service Commission Meeting on Wednesday, May 8, 2019, at 6:00 p.m. in the Neighborhood Resources Department.

7. ADJOURNMENT

The meeting was adjourned at 8:34 p.m.

Dated: 4/24/19



Commission Chair Dylan Raymond



Recording Secretary Lauren Koll

**MINUTES
SPECIAL MEETING
HOUSING AND HUMAN SERVICES COMMISSION
Chandler City Council Chambers
88 E. Chicago St., Chandler, Arizona
Wednesday, March 27, 2019 - 7:00 p.m.**

1. CALL TO ORDER / ROLL CALL

Commission Chair Dylan Raymond called the meeting to order at 7:21p.m.

Commissioners present: Dylan Raymond, Jadine Bowens, Mekele Cole, Cynthia Hardy, Joseph Curbelo, and Aaron Harris.

Commissioners absent: Greg Rodriquez, Wesley Lawrence (unexcused), Vanessa Dearmon, and Latrisha Centers.

Staff present: Leah Powell, Riann Balch, Amy Jacobson, Karin Bishop, Lauren Koll, Debbie Cooke, Katie Gentry, Rosemary Rosales, Breena Meng, Dana DeLong, and Erica Barba.

Public present: Dana Martinez, Shawna Fellenz, Jim Kupal, Jeremy Vandroff, Linda Sawyer, Sharon Ellsworth.

2. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and has staff follow up on any questions you raise).

Chandler resident Linda Sawyer asked the Commission to delay making recommendations for funding on projects serving persons experiencing homelessness until they are able to complete meetings with the City Manager and City Council members to discuss the impacts of homeless services on neighborhoods.

PUBLIC HEARING

a. Fiscal Year 2019-2020 Annual Action Plan and Community Development Block Grant Funding Recommendations

1. Open the Public Hearing

Commission Chair Raymond opened the Public Hearing at 7:24.

2. Staff Presentation

Community Development and Resources Supervisor Karin Bishop presented the Fiscal Year 2019-2020 Annual Action Plan, which includes the Housing and Human Services Commission (HHSC) recommendations for CDBG funding and implementation plan for the coming year.

3. Commission Discussion

There was no discussion from the commission.

4. Discussion from the Public

Chandler resident Linda Sawyer reiterated her request to delay recommendations for funding on any projects serving persons experiencing homelessness based on her concerns about neighborhood safety.

Vice Chair Bowens asked Ms. Sawyer to clarify who she represented and what she was asking for? Ms. Sawyer stated that she is a constituent representing Chandler constituents from all areas of the City who are concerned about safety, and asks that no funds are allocated to organizations serving persons who are homeless until the City understands the impact homeless services are having on residents and neighborhoods.

Chair Raymond asked staff for clarification about meetings with City Management and City Council. Neighborhood Resources Director Leah Powell informed the Commission that several meetings have been conducted with members of City Council, City Management, Neighborhood Resources Department staff, the Police Chief and constituents to discuss Ms. Sawyer's concerns about safety, code enforcement and homeless services.

Commissioner Aaron Harris asked Ms. Sawyer what she recommends and what she would like to see moving forward. Ms. Sawyer stated that her neighborhood has been in decline since 2012, and that safety has been compromised as a result of substance abuse, mental illness and homelessness. She stated she has been expressing these concerns since 2012. Her neighborhood is South of Ray Road between Dobson Road and Alma School Road.

5. Close Public Hearing

Commission Chair Raymond closed the Public Hearing at 7:35 p.m.

b. Fiscal Year 2019-2020 HOME Investment Partnerships Program (HOME) Funding Recommendations

1. Open Public Hearing

Commission Chair Raymond opened the Public Hearing at 7:35 p.m.

2. Staff presentation

Community Development and Resources Supervisor Karin Bishop presented the Fiscal Year 2019-2020 Annual Action Plan, which includes the HHSC's recommendations for HOME funding and implementation plan for the coming year.

3. Commission Discussion

There was no discussion from the Commission.

4. Discussion from the Public

Chandler resident Linda Sawyer reiterated her request to delay making recommendations for funding on any projects serving persons experiencing homelessness based on her concerns about neighborhood safety.

Chair Raymond and Vice Chair Bowens asked Ms. Sawyer clarifying questions to better understand which specific projects she was concerned about and the meetings which have taken place to date.

Ms. Sawyer stated that she is concerned about any project which assists with homeless shelter, and that she would like the decision delayed until after the next meeting scheduled for May 30, 2019.

5. Close Public Hearing

Commission Chair Raymond closed the Public Hearing at 7:39 p.m.

3. **ACTION**

- a. Recommendation to City Council for approval of Resolution No. 5263 of the City Council of the City of Chandler, Maricopa County, Arizona approving and authorizing the City Manager or her designee to submit the Fiscal Year 2019-2020 Annual Action Plan to accept and allocate Community Development Block Grant (CDBG) funds to the United States Department of Housing and Urban Development (HUD) and execute all subrecipient contracts.

Motion: Commissioner Joseph Curbelo made a motion to approve Resolution No. 5263. Commissioner Mekele Cole seconded the motion.

Discussion: None.

Results: The motion passed 6-0.

- b. Recommendation to City Council for approval of Resolution No. 5264 of the City Council of the City of Chandler, Maricopa County, Arizona approving and authorizing the City Manager or her designee to accept and allocate Fiscal Year 2019-2020 HOME Investment Partnerships funds from the Cranston-Gonzalez National Affordable Housing Act through the Maricopa HOME Consortium

Motion: Commissioner Cynthia Hardy made a motion to approve Resolution No. 5264. Commissioner Curbelo seconded the motion.

Discussion: Vice Chair Bowens asked staff what the impact of holding the vote would be. Community Resources Manager Riann Balch explained that the United States Department of Housing and Urban Development (HUD) bases the due date of the Annual Action Plan, which serves as the City's application for funds, on the date HUD notifies grantees of the amount available for the coming fiscal year. As of the date of this hearing, HUD had not yet released this information so the due date is unknown at this time. It may be challenging but possible to delay recommendations and meet the submission deadline. Vice Chair Bowens

asked about the availability of information about the process. Ms. Balch summarized the process to include two public hearings per the City of Chandler Public Participation Plan and the 30-day public comment period, which is open through April 25, 2019. Vice Chair Bowens acknowledged Ms. Sawyer's concerns and expressed that the Commission takes them very seriously.

Results: The motion passed 6-0.

- c. Recommendation to Public Housing Authority Commission (PHAC) for approval of Resolution HO146 approving the submission of the City of Chandler Housing and Redevelopment Annual and Five-Year Plan and Capital Fund for the Fiscal Year beginning July 1, 2019, and certifying to compliance with the related regulations.

Housing Administrative Supervisor Deborah Cooke provided an overview of the City of Chandler Housing and Redevelopment Annual and Five-Year Plan and Capital Fund for the Fiscal Year beginning July 1, 2019, to include a description of the public input process.

Motion: Commissioner Cole made a motion to approve Resolution HO146. Commissioner Curbelo seconded the motion.

Discussion: None.

Results: The motion passed 6-0.

- d. Cancellation of April 10, 2019, Regular Housing and Human Services Commission Meeting.

Motion: Commissioner Bowens made a motion to approve the cancellation of the April 10, 2019 Regular Housing and Human Services Commission meeting. Commissioner Aaron Harris seconded the motion.

Discussion: None.

Results: The motion passed 6-0

4. BRIEFING ITEMS

- a. Community Needs Assessment Update

Community Resources Manager Riann Balch introduced Jim Kupal and Jeremy Vandroff of Crescendo Consulting, which is conducting a Community Needs Assessment on behalf of the City.

Mr. Kupal and Mr. Vandroff greeted the Commission and thanked them for their participation and support. They summarized their work to date and encouraged Commissioners to assist in disseminating the survey tool, to be released in late April, to facilitate comprehensive community participation.

- b. Mesa United Way Chandler VITA agency tour rescheduled
Management Assistant Lauren Koll, asked Commissioners for volunteers to attend the Mesa United Way Chandler VITA agency tour on April 9th at Hamilton Library. Commission Chair Raymond and Commissioner Joseph Curbelo volunteered.

5. ANNOUNCEMENTS

6. CALENDAR

- a. Families in Crisis Subcommittee on Thursday, March 28, 2019, at 6:00 p.m. in the Neighborhood Resources Department.
- b. Youth Subcommittee on Monday, April 15, 2019, at 6:00 p.m. in the Neighborhood Resources Department.
- c. Families in Crisis Subcommittee on Wednesday, April 17, 2019, at 6:00 p.m. in the Neighborhood Resources Department.
- d. Regular Housing and Human Service Commission Meeting on Wednesday, May 8, 2019, at 6:00 p.m. in the Neighborhood Resources Department.

7. ADJOURNMENT

The meeting was adjourned at 8:01p.m.

Dated: 4/24/19

Lauren Koll

Recording Secretary Lauren Koll

[Signature]
Commission Chair Dylan Raymond

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
Neighborhood Resources Department
235 South Arizona Ave, Chandler, Arizona
Wednesday, April 24, 2019, 6:00 p.m.

1. CALL TO ORDER / ROLL CALL

Commission Chair Dylan Raymond called the meeting to order 6:10 p.m.

Commissioners present: Dylan Raymond, Vice Chair Jadine Bowens, Greg Rodriguez, Vanessa Dearmon, Mekele Cole, Cynthia Hardy, Joseph Curbelo, and Latrisha Centers*.

Commissioners absent: Wesley Lawrance (unexcused), Aaron Harris, and Catrina Boppart.

Staff present: Leah Powell, Riann Balch, Karin Bishop, and Lauren Koll.

Public present: Norma

*Commissioner Latrisha centers arrived at 6:20 p.m.

2. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and has staff follow up on any questions you raise).

None.

3. APPROVAL OF MINUTES

A. Minutes of March 27, 2019, HHSC Special Meeting at 6:00 p.m.

Motion: Commissioner Mekele Cole made a motion to approve the minutes of the March 27, 2019, 6:00 p.m. special meeting. Commissioner Cynthia Hardy seconded the motion.

Discussion: None.

Results: The motion passed 7-0.

B. Minutes of March 27, 2019, HHSC Special Meeting at 7:00 p.m.

Motion: Commissioner Vanessa Dearmon made a motion to approve the minutes of the March 27, 2019, 7 p.m. special meeting. Commissioner Cole seconded the motion.

Discussion: None.

Results: The motion passed 7-0.

C. Minutes of the February 26, 2019, Special Populations Subcommittee Meeting.

Motion: Commissioner Greg Rodriguez made a motion to approve the minutes of the February 26, 2019, Special Populations Subcommittee meeting. Commissioner Cole seconded the motion.

Discussion: Commissioner Cole noted that the minutes incorrectly stated that Commissioner Rodriguez had chaired the meeting, but she had chaired meeting. Commissioner Rodriguez made an amendment to his motion to reflect the correction; Commissioner Cole accepted and seconded the amended motion.

Vice Chair Jadine Bowens asked why the minutes mentioned that questions were developed only for "select organizations?" Riann Balch, Community Resources Manager, responded that Subcommittee members did not have questions for every applicant, and therefore only developed questions for applicants when clarification was needed.

Results: The motion passed as amended 7- 0.

D. Minutes of the March 26, 2019, Special Populations Subcommittee Meeting.

Motion: Commissioner Rodriguez made a motion to approve the March 26, 2019, Special Populations Subcommittee meeting. Commissioner Dearmon seconded the motion.

Discussion: None.

Results: The motion passed 7-0.

E. Minutes of the February 27, 2019, Youth Subcommittee Meeting.

Motion: Commissioner Hardy made a motion to approve the February 27, 2019, Youth Subcommittee meeting. Commissioner Dearmon seconded the motion.

Discussion: None.

Results: The motion passed 8-0.

F. Minutes of the March 26, 2019, Youth Subcommittee Meeting.

Motion: Commissioner Cole made a motion to approve the March 26, 2019, Youth Subcommittee meeting. Commissioner Hardy seconded the motion.

Discussion: None.

Results: The motion passed 8-0.

G. Minutes of the February 28, 2019, Families in Crisis Subcommittee Meeting.

Motion: Commissioner Cole made a motion to approve the February 28, 2019, Families in Crisis Subcommittee meeting. Commissioner Rodriguez seconded the motion.

Discussion: None.

Results: The motion passed 8-0.

H. Minutes of the March 28, 2019, Families in Crisis Subcommittee Meeting.

Motion: Commissioner Rodriguez made a motion to approve the March 28, 2019, Families in Crisis Subcommittee meeting. Commissioner Hardy seconded the motion.

Discussion: None.

Results: The motion passed 8-0.

I. Minutes of the April 15, 2019, Youth Subcommittee Meeting.

Motion: Commissioner Hardy made a motion to approve the April 15, 2019, Youth Subcommittee meeting. Commissioner Dearmon seconded the motion.

Discussion: None.

Results: The motion passed 8-0.

J. Minutes of the April 17, 2019, Families in Crisis Subcommittee Meeting.

Motion: Commissioner Cole made a motion to approve the April 17, 2019, Families in Crisis Subcommittee meeting. Commissioner Rodriguez seconded the motion.

Discussion: None.

Results: The motion passed 8-0.

4. BRIEFING

A. CDBG/HOME appropriations update.

Ms. Balch informed the Commission that the National Community Development Association (NCDA) had notified members of the FY 2019-2020 CDBG and HOME allocations amounts to be released by HUD. Maricopa County followed with Chandler's HOME allocation amount for FY 2019-2020. Chandler will receive \$1,369,267 of CDBG and \$370,876 of HOME; both are reductions from the previous year's awards. Ms. Balch stated that staff have applied the contingency formulas and will present opportunities for adjustments to the General Fund recommendations, which may assist in filling in gaps left by the reduction in CDBG funds. Alternative CDBG contingencies will be presented for consideration at the next HHSC meeting on May 8, 2018, should the Commission like to consider adjustments in General Funds to offset CDBG reductions.

5. ACTION

A. Development of HHSC initial recommendation for General Fund Allocations for Fiscal Year 2019-2020 to Council.

Community Development and Resources Supervisor Karin Bishop presented the preliminary funding recommendations from the Special Populations, Families in Crisis, and the Youth Subcommittees.

Ms. Balch informed the Commission that one applicant had applied for both CDBG and General Funds for the same projects to maximize their chances of being funded. Should the Commission follow the recommendation of the Families in Crisis Subcommittee and fund the applicant with General Funds, that amount could be eliminated from the CDBG recommendation, which would assist in offsetting the reduction in CDBG.

Chair Raymond opened the floor for discussion. Commissioners made several adjustments to the combined recommendations before coming to consensus on the initial recommendation.

Motion: Commissioner Joseph Curbelo made a motion to approve the HHSC initial recommendation for General Fund Allocations for Fiscal Year 2019-2020 to Council. Commissioner Centers seconded the motion.

Discussion: None.

Results: The motion passed 8-0.

6. ANNOUNCEMENTS

A. Recognition of departing Commissioners.

Neighborhood Resources Director Leah Powell recognized and thanked Vice Chair Bowens and Commissioner Joseph Curbelo for their six years of dedicated service to the HHSC. Ms. Powell presented the outgoing commissioners with certificates of appreciation for their dedicated service and commitment to the residents of Chandler. Cake was served.

7. CALENDAR

A. The next regular Housing and Human Services Commission meeting is on Wednesday May 8, 2019, at 6:00 p.m. at the City Council Chambers.

8. ADJOURNMENT

The meeting was adjourned at 8:04 p.m.

Dated: 5/8/19

Lauren Koll

Recording Secretary Lauren Koll

[Signature]
Commission Chair Dylan Raymond

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
Chandler City Council Chambers
88 E. Chicago St, Chandler, Arizona
Wednesday, May 8, 2019, 6:00 p.m.

1. CALL TO ORDER / ROLL CALL

Commission Chair Dylan Raymond called the meeting to order at 6:20p.m.

Commissioners present: Dylan Raymond, Greg Rodriguez, Mekele Cole, Cynthia Hardy, Aaron Harris, Vanessa Dearmon, Catrina Boppart, Leonard Navarrete, and Vanessa Agee.

Commissioners absent: Latrisha Centers, Wesley Lawrence (unexcused)

Staff present: Leah Powell, Riann Balch, Amy Jacobson, Karin Bishop, Lauren Koll, and Breena Meng.

Public present: Don Jensen, Shawna Fellenz, Bill Berry, and Sherlene Berry

Commission Chair Raymond welcomed new Commissioners Leonard Navarrete and Vanessa Agee to the Housing and Human Services Commission. Commissioners Navarrete and Agee introduced themselves.

2. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and has staff follow up on any questions you raise).

None.

3. APPROVAL OF MINUTES

A. Minutes of the March 6, 2019, Regular HHSC Meeting

Motion: Commissioner Mekele Cole made a motion to approve the March 6, 2019, Regular HHSC Meeting minutes. Commissioner Cynthia Hardy seconded the motion.

Discussion: Leah Powell, Neighborhood Resources Director explained that the minutes of the March 6, 2019, meeting that were previously approved were dated incorrectly, and that the corrected version needs to be approved.

Results: The motion passed 9-0

B. Minutes of April 24, 2019, Special HHSC Meeting

Motion: Commissioner Catrina Boppart made a motion to approve the April 24, 2019, Special HHSC Meeting minutes. Commissioner Vanessa Agee seconded the motion.

Discussion: None.

Results: The motion passed 9-0.

4. **PUBLIC HEARING**

A. Fiscal Year 2019-2020 General Fund Allocation Recommendations

1. Open Public Hearing

Commission Chair Raymond opened the Public Hearing at 6:24 p.m.

2. Staff Presentation

Karin Bishop, Community Development and Resources Supervisor reviewed the HHSC's initial recommendations to allocate General Funds in the amount of \$1,193,735 for Fiscal Year 2019-2020. She also described a recommended adjustment to the Chandler Fire Fighter Charities allocation based on the decision package awarded by City Council for bridge housing.

3. Commission Discussion:

None.

4. Discussion from the Public:

Bill Berry, Chandler resident and Director of Resurrection Street Ministries expressed his appreciation for Neighborhood Resources Department staff and the support they provide, and gratitude to the City for supporting non-profit organizations providing critical social service programs in Chandler.

5. Close Public Hearing:

Commission Chair Raymond closed the Public Hearing at 6:28 p.m.

5. **BRIEFING**

A. Review Fiscal Year 2019-2020 CDBG allocation and contingency plan.

*Briefing items A was taken out of order following action items A and B.

Riann Balch, Community Resources Manager, shared that HHSC's recommendations for the Fiscal Year 2019-2020 CDBG and HOME allocations and contingency plans will go before City Council for approval in early June. Feedback received during the public comment period will be added to the Annual Action Plan prior to submission to the United States Department of Housing and Urban Development (HUD). Ms. Balch also mentioned that staff has requested information from HUD regarding which formula was used to calculate Chandler's 2019-2020 award, in an effort to understand the basis of the reduction.

6. **ACTION**

A. Recommendation to City Council for approval of Resolution No. 5278 authorizing the allocation of Fiscal Year 2019-2020 General Fund dollars in the amount of \$1,193,735 in accordance with the recommendations of the Chandler Housing and Human Services Commission and staff.

Motion: Commissioner Greg Rodriguez made a motion to approve Resolution No. 5278 authorizing the allocation of Fiscal Year 2019-2020 General Fund dollars in the amount of \$1,193,735. Commissioner Aaron Harris seconded the motion.

Discussion: None.

Results: The motion passed 8-0. Commissioner Boppart abstained.

- B. Recommendation to City Council for approval of Resolution No. 5263 of the City Council of the City of Chandler, Maricopa County, Arizona approving and authorizing the City Manager or her designee to submit the Fiscal Year 2019-2020 Annual Action Plan to the United States Department of Housing and Urban Development (HUD), allocate Community Development Block Grant (CDBG) funds, and execute all subrecipient contracts. (Revised Annual Action Plan).

Motion: Commissioner Harris made a motion to approve Resolution No. 5263 to submit the Fiscal Year 2019-2020 Annual Action Plan to HUD, allocate CDBG funds, and execute all subrecipient contracts. Commissioner Vanessa Dearmon seconded the motion.

Discussion: Ms. Balch explained that staff is bringing this item back to the HHSC to see if there is a desire to adjust the contingency plan following the unanticipated and significant reduction of \$83,629 of CDBG funds. Commissioners discussed adjusting the CDBG contingency plan based on the reduction and initial feedback received through the public comment process about the critical need for services for families experiencing homelessness.

Results: The motion passed 9-0.

7. **ANNOUNCEMENTS**

Ms. Balch shared that the Community Needs Assessment Survey has been released and encouraged commissioners to share it with Chandler residents. The survey is available in English and Spanish and can be completed online or via hard copy. The survey is available on the City website and physically at multiple locations including the Neighborhood Resources Department, Chandler Libraries, and throughout the community at social service agencies. The survey is also being conducted at community events in coordination with the Cities of Tempe and Mesa. The Survey will be open through May 31, 2019.

8. **CALENDAR**

A. The next regular HHSC meeting will be on Wednesday, June 12, 2019, at 6:00 p.m. at the Neighborhood Resources Department.

9. **ADJOURNMENT**

The meeting adjourned at 7:36 p.m.

Dated: 6/12/19
Lauren Koll
Recording Secretary Lauren Koll


Commission Chair Dylan Raymond

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
235 South Arizona Ave, Chandler AZ 85225
Wednesday, June 12, 2019, 6:00 p.m.

1. CALL TO ORDER / ROLL CALL

Commission Chair Dylan Raymond called the meeting to order at 6:03 p.m.

Commissioners present: Dylan Raymond, Greg Rodriguez, Cynthia Hardy, Mekele Cole, Vanessa Dearmon, Catrina Boppart, Leonard Navarrete, and Vanessa Agee.

Commissioner Latrisha Centers called in at 7:36 p.m.

Commissioners absent: Aaron Harris, Wesley Lawrence (unexcused)

Staff present: Mayor Hartke, Cori Garcia, Leah Powell, Riann Balch, Amy Jacobson, Karin Bishop, Lauren Koll, Debbie Cooke, Breena Meng, and Katie Gentry.

Public present: Jim Kupel and Scott Good.

Commission Chair Dylan Raymond welcomed Mayor Kevin Hartke and Cori Garcia, Mayor and Council Communications Manager, to the Housing and Human Services Commission. Mayor Kevin Hartke and Ms. Garcia introduced themselves. Mayor Hartke expressed his appreciation to the commissioners for their hard work serving on the commission. Mayor Hartke expressed that it was important to him for commissioners to have the opportunity to be engaged in work that is meaningful to them. He mentioned that he will host an annual thank you reception and invited commissioners to attend his State of the City in February.

Mayor Hartke thanked the commissioner's for their participation in the community needs assessment process. He acknowledged that For Our City Chandler, was a product of a previous Community Needs Assessment.

2. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and has staff follow up on any questions you raise).

None.

3. APPROVAL OF MINUTES

A. Minutes of the May 8, 2019, Regular HHSC Meeting

Motion: Commissioner Greg Rodriguez made a motion to approve the May 8, 2019, Regular HHSC Meeting minutes. Commissioner Vanessa Agee seconded the motion.

Discussion: None.

Results: The motion passed 7-0.

4. ACTION

A. Elections of Chair and Vice Chair of the Housing and Human Services Commission.

Staff opened the floor for nominations for Commission Chair. Commissioner Rodriguez nominated Commission Chair Raymond. Chair Raymond accepted the nomination. No further nominations were made, and the floor was closed. Commission Chair Raymond received 7 votes, and was named Chair.

Staff opened the floor for nominations for Commission Vice-Chair. Commissioner Leonard Navarrette nominated Commissioner Catrina Boppart. Commissioner Boppart accepted the nomination. No further nominations were made and the floor was closed. Commissioner Boppart received 7 votes, and was named Vice-Chair.

5. BRIEFING

A. Presentation of Community Needs Assessment Results and DRAFT Report.

Riann Balch, Community Resources Manager, provided an overview of the Community Needs Assessment process and shared the timeline of activities. Ms. Balch introduced Jim Kupel and Scott Good from Crescendo Consulting Group for a presentation of the Executive Summary. Mr. Kupel presented a PowerPoint outlining the results of the Community Needs Assessment to include a proposed revision to the allocations prioritization criteria for discussion by the Commission.

New prioritization criteria and target populations have been identified through the Needs Assessment process. In addition, the application criteria has been revised to include minimum dollar amounts for each grant, multi-year funding, and orientation requirements.

Commissioner Mekele Cole commented that adding a minimum dollar amount for each grant is a good idea.

Commissioner Boppart asked if there would be opportunities for new applicants if we moved to a 3 year grant period. Ms. Balch facilitated a discussion of ideas, which included allocating a percentage of the dollars for "innovation grants", as well as the possible need to re-allocate dollars, which could become available if a recipient was not performing. The Commission also discussed a potential for staggered applications based on Fund source or to have a \$5,000 category with a limited application that would be distributed on a yearly basis.

Staff tabled conversation to continue after Housing Administrative Supervisor Debbie Cooke presented Item B.

B. Section Eight Management Assessment Program Certification for the City of Chandler Housing and Redevelopment Division are true and accurate for the Fiscal Year ending June 30, 2019.

Ms. Cooke provided an overview of the Section Eight Management Assessment Program Certification. The certification is due on August 29, 2019, and will be presented to PHAC on August 5, 2019, and to HHSC on August 7, 2019.

Continuation of Item A.

Staff discussed sending out a draft Allocations Prioritization Criteria document to Commissioners with a feedback form to provide recommendations on the potential changes. Staff will analyze the results and determine if a meeting is needed on July 24, 2019, at 6:00 p.m. Commissioners will be notified by July 12, 2019.

6. ANNOUNCEMENTS

Commissioner Latrisha Centers apologized for not attending in person. She announced that she will officially retire from the City of Phoenix and has accepted a position as the Director of Early Childhood Development at Roosevelt School District. As such, she regrets that she needs to resign from the Commission.

Commissioner Cynthia Hardy announced that a mentor and friend has been nominated as the General Counsel of the Bahamas, and that she will be traveling there for the ceremony. She invited Commissioners to attend a fundraiser to support the trip at Floridino's on Thursday, June 13, 2019, from 6 p.m. to 8 p.m.

Commissioner Vanessa Agee announced that her daughter will be singing at the Destination College graduation and she will be speaking.

Commission Chair Raymond announced he will be interning at Mesa Community College this fall and spring.

Ms. Balch announced that the Community Development staff will be attending the National Community Development Association Conference the week of June 17th. She also introduced new staff member, Katie Gentry, who joined the team in March.

Neighborhood Resources Director Leah Powell congratulated the Housing & Redevelopment staff as being a top performing Public Housing Authority and the Community Development staff on a great HOME Consortium audit with Maricopa County.

7. CALENDAR

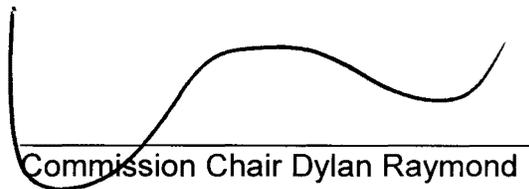
A. The next regular HHSC meeting will be on Wednesday, August 7, 2019, at 6:00 p.m. at the Neighborhood Resources Department.

8. ADJOURNMENT

The meeting adjourned at 7:59 p.m.

Dated: 8/26/2019

Katie Gentry
Recording Secretary Katie Gentry


Commission Chair Dylan Raymond

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
235 South Arizona Ave, Chandler AZ 85225
Wednesday, August 14, 2019, 6:00 p.m.

Commissioners present: Dylan Raymond, Greg Rodriguez, Vanessa Dearmon, Cynthia Hardy

Commissioners absent: Catrina Boppart, Leonard Navarrete, Mekele Cole, Vanessa Agee, Aaron Harris (unexcused)

Staff present: Leah Powell, Riann Balch, Amy Jacobson, Karin Bishop, Debbie Cooke, and Katie Gentry.

Public present: None.

The meeting was cancelled due to lack of quorum.

1. CALL TO ORDER / ROLL CALL

2. APPROVAL OF MINUTES

- a. Minutes of Wednesday, June 12, 2019.

3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and has staff follow up on any questions you raise.)

4. ACTION AGENDA

- A. Release of DRAFT Community Needs Assessment Reports and General Fund Prioritization Methodology.

5. BRIEFING ITEMS

- A. Public Housing Authority Commission approval of Resolution No. HO148 certifying that the indicators identified in the Section 8 Management Assessment Program Certification for the City of Chandler Housing and Redevelopment Division are true and accurate for the fiscal year ending June 30, 2019.
- B. Preparation of Consolidated Annual Performance and Evaluation Report (CAPER).

6. MEMBERS COMMENTS / ANNOUNCEMENTS

7. CALENDAR

- a. Next meeting will be Wednesday, September 11, 2019.

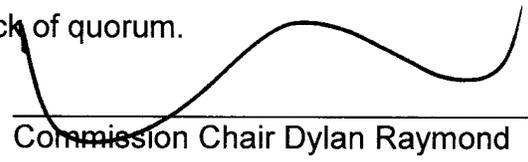
8. INFORMATION ITEMS

- a. None.

9. ADJOURNMENT

The meeting was cancelled at 6:25 p.m. due to lack of quorum.

Dated: 8/26/2019



Commission Chair Dylan Raymond



Recording Secretary Katie Gentry

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
235 South Arizona Ave, Chandler AZ 85225
Monday, August 26, 2019, 6:00 p.m.

1. CALL TO ORDER / ROLL CALL

Commission Chair Dylan Raymond called the meeting to order at 6:02 p.m.

Commissioners present: Dylan Raymond, Catrina Boppart, Greg Rodriguez, Mekele Cole, Vanessa Dearmon, Leonard Navarrete, and Vanessa Agee.

Commissioner Steve Tepper called in at 5:59 p.m. Commissioner Tepper stayed on the line until arriving in person at 6:08 p.m.

Commissioners absent: Aaron Harris, Cynthia Hardy, Wesley Lawrence (unexcused)

Staff present: Leah Powell, Riann Balch, Amy Jacobson, Karin Bishop, Breena Meng, and Katie Gentry.

Public present: None.

2. APPROVAL OF MINUTES

A. Minutes of the June 12, 2019, Regular HHSC Meeting

Motion: Vice Chair Catrina Boppart made a motion to approve the June 12, 2019, Regular HHSC Meeting minutes. Commissioner Vanessa Agee seconded the motion.

Discussion: None.

Results: The motion passed 7-0-1. Commissioner Tepper abstained.

B. Minutes of the August 14, 2019, Regular HHSC Meeting

Motion: Commissioner Greg Rodriguez made a motion to approve the August 14, 2019, Regular HHSC Meeting minutes. Commissioner Vanessa Dearmon seconded the motion.

Discussion: None.

Results: The motion passed 7-0-1. Commissioner Tepper abstained.

3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and has staff follow up on any questions you raise).

None.

4. BRIEFING

A. Public Housing Authority Commission approval of Resolution No. HO148 certifying that the indicators identified in the Section 8 Management Assessment Program Certification for the

City of Chandler Housing and Redevelopment Division are true and accurate for the fiscal year ending June 30, 2019.

Chair Raymond pulled Briefing Item A after Item 3. Housing and Redevelopment Manager Amy Jacobson explained that we have 486 Section 8 vouchers within the Public Housing program. Each year, HUD requires Public Housing Authorities to measure their performance and risk management. City of Chandler scored 145 out of 145 making Chandler a high performing housing authority. The SEMAP assessment was submitted on August 23, 2019. There were no questions proposed by Commission members.

5. ACTION

A. Approval of DRAFT Community Needs Assessment Reports and General Fund Prioritization Methodology.

Community Resources Manager Riann Balch introduced the Community Needs Assessment process and gave a presentation about the new populations in need and areas of need. The presentation included the proposed criteria for the general fund prioritization methodology. The primary changes include the new populations and areas of need, a minimum grant of \$10,000, a three year grant term, and the ability to prioritize for urgent needs. Other changes include increased dollar figures for audit requirements, revised funding limitations, and mandatory orientation requirements.

Ms. Balch explained that since developing the proposed methodology, staff performed additional analysis on implementation options for a multi-year grant term and determined that a two year grant period would be more feasible. To implement two year terms; the initial start would be staggered over two years and then applicants would apply every other year. There would be two pools of grantees; one for small grants of \$20,000 - \$25,000 and one for large grants of above that amount.

Vice Chair Boppart asked if applicants would be applying for \$10,000 total or \$10,000 per year in the two year cycle. Ms. Balch stated the \$10,000 minimum was intended to be per year and that applicants would receive second year renewal funding of the same amount unless there was a performance issue or significant administrative concern. Karin Bishop, Community Development and Resources Supervisor also noted that renewals would be determined prior to new allocations to ensure the appropriate amount was allocated each year.

Commissioner Tepper voiced concern about the Commission's continued ability to assist agencies adversely impacted by a potential recession. A two-year cycle would impact the Commission's ability to act quickly. Commissioner Tepper also expressed that some agencies, such as new start-ups, might not be ready to apply for the proposed minimum of \$10,000. He suggested that the Commission consider a set aside for this situation.

Commissioners discussed the desire to support innovation along with logistical considerations. Discussion included how to ensure money is not held back or unallocated, how long to fund the same organization, and how to ensure that innovation is happening. Neighborhood Resources Director Leah Powell offered the idea of small innovation grants. Commissioners noted that the revised insurance requirements might make small grants impractical.

Commissioner Rodriguez noted that multi-year grant terms are helpful to agencies in terms of program planning and evaluation. The possibility of varying terms (some one year and some two year) was discussed. Concern about bias and ways to eliminate it including use of a

scoring rubric were mentioned. Assistant City Attorney Breena Meng commented that the more objective the scoring system is, the easier it is to follow. The criteria should be transparent and in writing. Chair Raymond stated that granting varying grant terms may be perceived as inequitable and put the Commission at risk. A discussion about a pilot project with large grantees for a multi-year grant ensued.

Ms. Powell suggested revising the Funding Limitations section (e) to include funding approved by Council for discrete purposes. The proposed change was, "Exemptions to the above rules may include the Senior Meals and Eviction Prevention Programs operated by the City's designated CAP agency or *Programs designated by Council*, regardless of which nonprofit organization is providing these services."

Chair Raymond asked for a motion to accept the Community Needs Assessment Report and the allocation prioritization methodology with the stated changes to Funding Limitations (e) and amending Item 9 to indicate a one-year funding cycle.

Motion: Commissioner Tepper motioned to approve. Commissioner Rodriguez seconded the motion.

Discussion: None

Results: Motion passed 8-0.

B. Approval of Fiscal Year 2020 – 2021 CDBG Funding Priorities.

Community Development Coordinator Katie Gentry presented the proposed funding for designated priorities and annual priorities for Community Development Block Grant Funds based on the Fiscal Year 2019 award. Ms. Balch stated that cost of living is not factored into salaries as of yet and would need to be included. Chair Raymond asked for a motion with staff discretion to adjust amounts based on cost of living.

Motion: Vice Chair Boppart made a motion for approval. Commissioner Cole seconded the motion.

Discussion: None

Results: Motion passed 8-0.

6. **BRIEFING**

B. Consolidated Annual Performance and Evaluation Report (CAPER).

Ms. Bishop explained the process of the CAPER. The CAPER public document will be posted as of August 27th with a 15 day comment period. It will be available online or in the Neighborhood Resources office. There will be a Public Hearing on September 9th with the Public Comment period closing on September 11th. The CAPER will be approved by Council on September 12th.

C. Allocation Subcommittee Process and Schedule.

Ms. Balch explained that staff will assign Commissioners to Subcommittees based on the approved Allocation Subcommittee Selection Guidelines and then present it to the Commission for feedback. Ms. Balch asked Commissioners to bring their calendars to the next meeting so the evaluation schedule could be developed. Chair Raymond thanked commissioners ahead of time for their commitment to the process.

D. Agency Tour Schedule.

Ms. Balch announced that it is time to do agency tours. Staff will be sending out a schedule to agencies to confirm their availability. Staff will send the schedule to Commissioners to sign up for tours they would like to attend.

6. MEMBERS COMMENTS / ANNOUNCEMENTS

Commissioner Agee announced that she is looking for professionals to speak in her public speaking class from 1 p.m. – 2:15 p.m. and to contact her if you are interested or willing to speak with them.

Vice Chair Boppart asked for an update on ChangeUp. Ms. Balch stated that in addition to the Bus stop ads that were launched in November 2018, ChangeUp street signs have been installed in the parking lots of City owned facilities, and that smaller signs have been posted in public buildings. Ms. Balch explained how the program works and reiterated that the goal is to bring awareness to givers about more meaningful ways to give and engage individuals in services to impact their long-term stability rather than small amounts of money for short term impact. Ms. Balch also announced that Chandler is one of three cities working with ADOT to place signs in right of ways of freeways along with Scottsdale and Buckeye.

Commissioner Cole added that the Battle of Arizona Avenue raises funds each year and that ChangeUp might be a good recipient of those funds. The Battle of Arizona Avenue is a football game between Chandler High and Hamilton High and during the week of the game, they compete to see who can fundraise more money. Staff will follow-up on the suggestion.

7. CALENDAR

The September 11, 2019 meeting has been cancelled. The October meeting will be rescheduled from Wednesday, October 10, 2019 to Wednesday, October 2, 2019.

8. INFORMATION ITEMS

A. None.

9. ADJOURNMENT

The meeting adjourned at 8:09 p.m.

Dated: 10/2/2019

Katie Gentry
Recording Secretary Katie Gentry


Commission Chair Dylan Raymond

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
235 South Arizona Ave, Chandler AZ 85225
Wednesday, October 2, 2019, 6:00 p.m.

1. CALL TO ORDER / ROLL CALL

Commission Chair Dylan Raymond called the meeting to order at 6:07 p.m.

Commissioners present: Dylan Raymond, Catrina Boppart, Tony Alcala, and Leonard Navarrete. Aaron Harris, Mekele Cole, and Steve Tepper joined by phone.

Commissioners absent: Cynthia Hardy, Vanessa Dearmon, Vanessa Agee, and Greg Rodriguez.

Staff present: Leah Powell, Riann Balch, Karin Bishop, Breena Meng, Debbie Cooke, and Katie Gentry.

Public present: None.

2. APPROVAL OF MINUTES

a. Minutes of the August 26, 2019, Special HHSC Meeting

Motion: Commissioner Leonard Navarrete made a motion to approve the August 26, 2019, Special HHSC Meeting minutes. Chair Raymond seconded the motion.

Discussion: Vice Chair Catrina Boppart asked for a follow-up on the discussion about multi-year funding cycles and if that was going to be addressed again. Ms. Riann Balch responded that it will not be moving forward this year, but could be addressed in a future year. Vice Chair Boppart requested that it be added as a future agenda item. Ms. Balch will consult with staff and find the best meeting date to bring to the HHSC Committee for discussion and future consideration.

Results: The motion passed 7-0.

3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and has staff follow up on any questions you raise).

None.

4. BRIEFING

Chair Raymond took briefing items a. and b. out of order.

a. Public Housing Annual Plan Calendar.

Housing Supervisor Debbie Cooke presented the planning calendar for the Public Housing 2020-2025 Five-Year Plan and 2020 Annual Plan. Each year, HUD requires the Public Housing Authority to present a calendar to provide an overview of the upcoming year. It takes about 7 months to complete the process of updating policies and procedures for Public

Housing and the Housing Choice Voucher Programs. Ms. Karin Bishop asked if the HHSC will be consulted on the highlighted dates. Ms. Cooke confirmed that the item will come back to HHSC for approval.

b. Human Service General Fund Agency Tour Schedule.

Ms. Balch presented the agency tour schedule, guidelines and tour survey to be completed by participants. Commissioners who would like to attend should respond to the email that will be sent with the final schedule. Commissioners who RSVP will receive reminder calls that will be placed the week of the tour. Ms. Balch explained some agency tours have nuances of timing based on circumstances of the agencies chosen. After the tours are completed, Commissioners will receive a one page summary explanation of the results.

5. ACTION

Chair Raymond took Action Item c. out of order

c. HHSC Meeting Schedule.

Ms. Balch introduced the potential change of meeting schedule. She explained that the current schedule is written the Commission's by-laws, and a change would require Council action. Chair Raymond asked if an alternate Wednesday worked for others. Commission members weighed in on what days would work best for each of them. However, a consensus could not be reached based on the members in attendance. Chair Raymond suggested the item be continued to the November 6th meeting to allow all Commissioners an opportunity to provide input.

a. CDBG, HOME and Human Service General Fund Allocation Subcommittee Process and Assignments.

Ms. Katie Gentry presented the allocation subcommittee panel members. All Commission members were consulted for Conflicts of Interest and Subcommittee assignments. Commission members were pleased with the assignments and no conflicts were identified.

Motion: Vice Chair Boppart made a motion for approval. Commissioner Tony Alcala seconded the motion.

Discussion: None.

Results: Motion passed 7-0.

b. 2020-2021 CDBG, HOME and Human Service General Fund Application and Timeline.

Ms. Bishop deferred the Timeline to the November meeting as it is dependent on the HHSC Meeting Schedule.

Ms. Bishop explained that efforts have been made to streamline and simplify the application process by merging the GF and Federal applications and using skip logic. The new application begins with gathering organizational information. After filling out the organizational information, the agencies will fill out the pre-application, which will be evaluated for threshold requirements by staff. The remaining application questions will be evaluated by the Allocations Panels. Ms.

Bishop explained how the CDBG and HOME funds are separated and evaluated. Within the application questions, there are 12 questions in Program Summary totaling 25 points, 4 questions in Experience totaling 12 points, 4 questions in Service Delivery totaling 15 points, 3 questions in Leveraging Resources totaling 8 points, and 2 questions in Financials totaling 15 points. The General Fund criteria would add up to 75 points total.

Vice Chair Boppart asked if points will be assigned to questions rather than just sections. Ms. Bishop explained that in ZoomGrants, points will be more specific than categories at a broad level. Commissioner Alcala asked if applicants will be informed about how applications are scored prior to submitting applications. Ms. Bishop explained that the scoring will be available at the Application Orientation and online on the Chandler website as well as in ZoomGrants. Ms. Powell asked about additional points for interaction with City programs and Collaborative Partners. Ms. Balch and Ms. Bishop explained that points will be assessed under Leveraging Resources and under the staff technical review for pre-application. Discussion continued about Collaborative Partner grants and how to allocate points based on collaborative efforts. Commissioners agreed that if a Collaborative application meets required criteria based on a threshold review, staff will add 10 bonus points to incentivize collaboration.

There was a further discussion about the value of participating with City of Chandler programs. After discussion, Commissioners agreed that if an application meets required criteria based on a threshold review, staff will add 3 bonus points to incentivize participation.

Ms. Bishop explained that there are additional questions for Federal funds. There are an additional 5 questions totaling 15 points for CDBG Public Service, an additional 8 questions totaling 25 points for HOME, and an additional 10 questions totaling 30 points for CDBG Capital Projects. The CDBG Public Service criteria would add up to 90 points total, 100 points total for HOME applications, and 105 points total for CDBG Capital Projects. Ms. Bishop added that the timeline for Capital Projects will be evaluated by staff in the technical review.

Motion: Commissioner Navarrete made a motion to adopt the proposed application and scoring criteria with the addition of 10 bonus points for Collaborative Grants and 3 bonus points for City of Chandler participation. Commissioner Mekele Cole seconded the motion.

Discussion: None.

Results: Motion passed 6-0 with 1 abstention.

Ms. Bishop announced the application orientation will be held on Thursday, October 24th at 2 p.m. at the City Council Chambers. Applications will be due on Tuesday, November 26th at 11:59 p.m. in ZoomGrants. Staff will conduct technical reviews throughout December and January. The CDBG and HOME Allocation panel orientation is tentatively scheduled for January 8th, and the General Fund Allocation panels orientation is tentatively scheduled for the week of February 3rd. The orientation will include eligibility criteria, scoring criteria, and conflict of interest forms.

Vice Chair Boppart was pleased with the streamlining of the application.

6. MEMBERS COMMENTS / ANNOUNCEMENTS

- a.. Ms. Bishop noted that staff submitted the CAPER report at the end of September, in advance of the deadline. The Section 3 Report was also submitted timely.

B. Ms. Powell announced the upcoming For Our City, Day to revitalize two neighborhoods within the City including over 1,000 volunteers. If you are interested, please reach out to staff or visit www.forourcityhandler.org.

7. CALENDAR

A. Next meeting will be Wednesday, November 6, 2019 at the Neighborhood Resources Department.

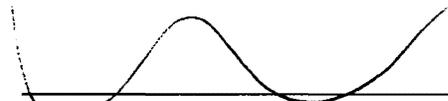
8. INFORMATION ITEMS

A. None.

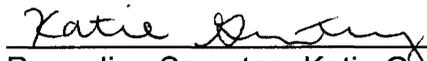
9. ADJOURNMENT

The meeting adjourned at 8:01 p.m.

Dated: 11/6/2019



Commission Chair Dylan Raymond



Recording Secretary Katie Gentry

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
235 South Arizona Ave, Chandler AZ 85225
Wednesday, November 6, 2019, 6:00 p.m.

1. CALL TO ORDER / ROLL CALL

Commission Chair Dylan Raymond called the meeting to order at 6:03 p.m.

Commissioners present: Dylan Raymond, Tony Alcala, Greg Rodriquez, Cynthia Hardy, Vanessa Dearmon, Vanessa Agee, and Leonard Navarrete.

Commissioners absent: Catrina Boppart, Steve Tepper, Mekele Cole, and Aaron Harris.

Staff present: Riann Balch, Amy Jacobson, Karin Bishop, and Katie Gentry.

Public present: None.

2. APPROVAL OF MINUTES

- a. Minutes of the October 2, 2019, HHSC Meeting

Motion: Commissioner Leonard Navarrete made a motion to approve the October 2, 2019, HHSC Meeting minutes. Commissioner Tony Alcala seconded the motion.

Discussion: None.

Results: The motion passed 7-0.

3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and has staff follow up on any questions you raise).

None.

4. ACTION

- a. Revision of HHSC Meeting Schedule.

Chair Raymond reintroduced the potential change of meeting schedule. Chair Raymond asked if an alternate Wednesday worked for others. Commission members weighed in on what days would work best for each of them.

Motion: Commissioner Vanessa Dearmon made a motion to keep the meeting on the second Wednesday of the month as currently prescribed in the bylaws. Commissioner Greg Rodriquez seconded the motion.

Discussion: None.

Results: Motion passed 7-0.

5. BRIEFING

a. Public Housing Authority Payment Standards Change.

Housing and Redevelopment Manager Amy Jacobson presented the Housing Choice Vouchers (Section 8) payment standards increase approved by the Public Housing Authority Council (PHAC) on Monday, November 4, 2019. Public Housing Authorities (PHAs) are allowed to set payment standards up to 110% of fair market rent. The increase is necessary to compete in the Chandler market. The payment standard is the maximum subsidy that the City of Chandler is allowed to pay. Standards will be effective as of December 1, 2019, and housing specialists are working to let clients know.

b. FY 2020-2021 Applicant Orientation Summary.

Ms. Katie Gentry provided an overview of the application orientation. Thirty-eight organizations, including several organizations that have not previously been applied for funding, attended the orientation and applicants were enthusiastic about the streamlined application. Staff is following up with organizations that were not in attendance.

c. FY 2020-2021 CDBG, HOME and Human Service General Fund Application Timeline.

Ms. Karin Bishop introduced the Application Timeline that was also presented to applicants at the Application Orientation. The dates are high level. Staff will provide a more detailed calendar at the December HHSC meeting.

d. Agency Tour Summary Reports.

Ms. Riann Balch presented four Agency Tour summary reports. This year, Agency Tours will be reported out as a summary report for ease and convenience for Commission members. City of Chandler staff and ASU interns have been attending tours and completed the individual reports. The summary report shows average attendee scores and attendee comments. Today's reports are for agencies toured through the end of October and include A New Leaf, Desert Sounds, AZCEND, and Neighbors Who Care. Chair Raymond stated that he liked the new format and that agencies receive the summary report back with feedback. Commissioner Navarette asked for the Agency Tour schedule to be sent out to the Commission again.

6. MEMBERS COMMENTS / ANNOUNCEMENTS

a. Commissioner Dearmon's birthday is on Sunday. Happy Birthday!

b. Commissioner Vanessa Agee announced that she is looking for volunteers to talk about public speaking from 1:00 p.m. – 2:15 p.m. on November 18th and November 20th.

c. Chair Raymond announced he is enjoying his internship at Mesa Community College where he is working to keep students on track. The college is working to become more student-centered. Mesa Community College has a food pantry and clothing closet and Chair Raymond is working in the

Resource Center to stop students from falling behind. Commissioner Cynthia Hardy and Commissioner Agee would like to connect their programs.

d. Ms. Balch announced that Hunger and Homelessness Awareness Week is November 16-24, 2019. Staff has encouraged other City departments to use social media to discuss how they interface with individuals experiencing homelessness. Neighborhood Resources will be focusing on ChangeUp and promoting the campaign. Chair Raymond added that Mesa Community College will also be doing a poverty simulation that week and hosting We Care Wednesday on November 20th.

e. Ms. Bishop announced that Newtown had a dinner on Tuesday, November 5, 2019, and celebrated 25 years of serving the Valley. In addition, Executive Director Allen Carlson will be stepping down and Deputy Director Stephanie Brewer, will be stepping into that role. In Chandler, there are 67 properties as part of the Community Land Trust.

f. Ms. Bishop announced that Chandler will support Newtown and ARM of Save the Family in applying for HOME CHDO funds from Maricopa County.

7. CALENDAR

a. Next meeting will be Wednesday, December 11, 2019, at 6:00 p.m. the Neighborhood Resources Department. We will have a holiday potluck so bring an item to share.

8. INFORMATION ITEMS

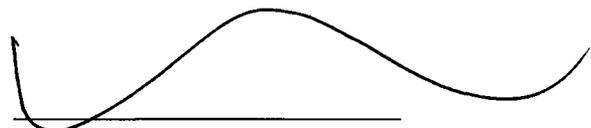
a. None.

9. ADJOURNMENT

The meeting adjourned at 7:01 p.m.

Dated: 12/11/2019

Katie Gentry
Recording Secretary Katie Gentry


Commission Chair Dylan Raymond

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
235 South Arizona Ave, Chandler AZ 85225
Wednesday, December 11, 2019, 6:00 p.m.

1. CALL TO ORDER / ROLL CALL

Commission Chair Dylan Raymond called the meeting to order at 6:20 p.m.

Commissioners present: Dylan Raymond, Tony Alcala, Greg Rodriguez, Cynthia Hardy, Vanessa Dearmon, Catrina Boppart, and Leonard Navarrete.

Commissioners absent: Steve Tepper, Mekele Cole, Vanessa Agee, and Aaron Harris (unexcused).

Staff present:

Leah Powell, Neighborhood Services Director

Kelly Schwab, City Attorney

Amy Jacobson, Housing and Redevelopment Manager

Deborah Cooke, Housing Administrative Supervisor

Riann Balch, Community Services Manager

Karin Bishop, Community Development and Resources Supervisor

Katie Gentry, Community Development Coordinator

Public present: None.

2. APPROVAL OF MINUTES

a. Minutes of the November 6, 2019, HHSC Meeting

Motion: Vice Chair Catrina Boppart made a motion to approve the November 6, 2019, HHSC Meeting minutes. Commissioner Cynthia Hardy seconded the motion.

Discussion: None.

Results: The motion passed 7-0.

3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and has staff follow up on any questions you raise).

None.

4. PUBLIC HEARING

a. 2015-2020 Five-Year Plan and 2019 Public Housing Annual Plan Amendment.

Chair Raymond opened the public hearing at 6:22 p.m. and invited Housing and Redevelopment Manager Amy Jacobson and Housing Administrative Supervisor Deborah Cooke to provide a staff presentation.

Ms. Jacobson distributed HHSC Public Hearing Memo No. HD 19-19 and associated attachments regarding the public hearing on the City of Chandler Housing and Redevelopment 2015-2020 PHA Five-Year and 2019 Annual Plan Substantial Amendment to revise program eligibility, selection, and admission policies for the Housing Choice Voucher and Public Housing Programs.

Ms. Cooke explained the City of Chandler PHA proposes a significant amendment to the Administrative Plan (Admin Plan) as well as to the Admissions and Continued Occupancy Policy (ACOP). When there's a change to the policies or activities described in the Admin Plan, the City's PHA definition of Significant Amendment to the Annual and Five-Year Plans requires a public hearing and HUD review before implementation to collect public input.

The first set of proposed changes is to Chapter 4 of ACOP and Admin Plan- Applications, Wait List, and Tenant Selection, to be effective January 2020.

- Section 4-I.D., Placement on the Waiting List, will be revised to reflect the implementation of a random lottery system for placement of pre-applications on the waitlist. Only those applicants who submitted a pre-application during the period the waitlist was open will be placed on the waitlist. The waitlist may consist of a pre-determined number of families who have been placed on the waitlist based on a random lottery system to include preferences. Families will be selected from the waitlist in numeric order, based on a family's assigned sequential number with consideration provided for eligible preferences. Families with a preference will be selected before families without a preference. Preferences will be calculated in a "lumping" order, whereby, a family with one preference will have the same number of points as a family with multiple preferences.
- Section 4-II.C., Opening and Closing the Waiting List, will be revised to reflect that the PHA reserves the right to close the waitlist if a pre-determined amount of pre-applications have been received.
- Section 4-III.C., Selection Method, Local Preference, will be revised to clarify the definition of elderly families as a family where the head of household or spouse is at least 62+ years of age, and disabled families as families with a disabled household member. Further, local preferences are not weighted and will be used in a lumping manner so as to allow an applicant with one preference to have the same advantage as an applicant qualifying for all preferences. Applicants are encouraged to claim as many preferences for which they qualify. Verification of preferences will be conducted at the time of eligibility. Selected applicants going through the eligibility process who have claimed preferences for which they do not qualify and cannot verify will be returned to the waitlist and their pre-application will be updated with the correct preference information.
- Section 4-III.C., Selection Method, Order of Selection, will be revised to reflect that families will be selected from the waiting list based on the targeted funding or a random lottery system with preferences.

The second set of proposed changes is to ACOP and Admin Plan Chapter 7 Part II.H., Verification of Preference Status, to be effective January 2020.

- Chapter 7 is revised to create separate preferences for elderly families and disabled families with a disabled household member.

Ms. Cooke reported that the proposed revisions Public Notice to the 2015-2020 Five-Year Plan were published in the East Valley Tribune on Nov. 17, 2019. The required 45-day public comment period began on Nov. 17, 2019 and ends on Dec. 31, 2019. The public documents are available on the website at chandleraz.gov/affordablehousing.gov, and at the Housing and Redevelopment Office. Staff held two Resident Advisory Board meetings on Nov. 14, 2019 and Dec. 17, 2019 to solicit comments. Housing residents and interested members of the public have the opportunity to submit their written comments regarding the proposed amendment. Citizen comments are also invited at the public hearing this evening. All comments received this evening and throughout the 45-day public comment period will be noted as a part of the amended 2015-2020 Five-Year and 2019 Annual Plans process. Following the close of the 45-day public comment period, the 2015-2020 PHA Five-Year and 2019 Annual Plan will be brought to the Public Housing Authority Commission (PHAC) for approval on January 6, 2020. HUD requires submission of any significant amendments to the 2015-2020 PHA Five-Year and 2019 Annual Plan.

Commissioner Greg Rodriguez asked if any comments had come in yet. Ms. Jacobson responded that no comments had come in so far.

No other questions were asked. No speaker cards were presented.

Chair Raymond closed the public hearing at 6:29 p.m.

5. **ACTION**

a. 5-Year and 2019 Public Housing Annual Plan Amendment.

Chair Raymond asked for a motion to approve the 5-Year and 2019 Public Housing Annual Plan Amendment with public comments included in the Plan.

Motion: Commissioner Rodriguez made a motion to approve the 5-Year and 2019 Public Housing Annual Plan Amendment with public comments included in the Plan. Commissioner Vanessa Dearmon seconded the motion.

Discussion: None.

Results: Motion passed 7-0.

b. March HHSC Meeting Change.

Chair Raymond proposed changing the HHSC Meeting scheduled for March 11, 2020 to March 4, 2020 to accommodate the Chandler Unified School District intercession.

Motion: Commissioner Rodriguez made a motion to change the meeting date from March 11, 2020 to March 4, 2020. Commissioner Tony Alcala seconded the motion.

Discussion: None.

Results: Motion passed 7-0.

c. April HHSC Meeting Change.

Chair Raymond proposed changing the HHSC meeting scheduled for April 8, 2020 to April 1, 2020 to align with the allocations timeline. In addition, Chair Raymond proposed adding a Special HHSC Meeting on April 29, 2020. Community Resources Manager Riann Balch added that the Special Meeting is necessary to meet the timeline to make recommendations for General Fund allocations to City Council.

Motion: Vice Chair Boppart made a motion to move the April HHSC meeting to April 1, 2020 and to add a Special HHSC Meeting on April, 29, 2020. Commissioner Leonard Navarette seconded the motion.

Discussion: None.

Results: Motion passed 7-0.

6. BRIEFING

a. Discussion of Redevelopment Options for Public Housing Presentation.

Chair Raymond introduced Ms. Jacobson and Neighborhood Resources Director Leah Powell to make a presentation about repositioning options for Public Housing. Ms. Jacobson explained that the current housing portfolio includes aging properties and declining HUD funding. Further, there is an increased demand for affordable housing. In response, the City of Chandler is exploring options to reposition assets. Options include repositioning public housing units to a Section 8 platform, facilitating rehabilitation with public-private partnerships, and continuing to work with private dollars. Repositioning acknowledges the lack of Capital Funds available for rehabilitation needs, reduces administrative burden, and provides an opportunity for updating units. Benefits of repositioning include the development of a stable funding platform, the ability for the PHA to borrow money and perform rehabilitation work, the ability for the PHA to manage the properties as a private manager, and increased choice for residents.

The Chandler Housing portfolio includes 303 Public Housing units and 486 Housing Choice Vouchers. The 303 Public Housing units include 4 multi-family sites, 1 site designated for elderly individuals, and 103 single-family scattered site properties. The Public Housing properties were built in 1972 and consequently have significant capital needs including plumbing and electrical systems. The units are poorly designed and lack energy efficiency. Repair and maintenance costs continue to grow as the units' age.

Ms. Jacobson provided an overview of each site including site challenges and potential considerations for repositioning. Chair Raymond asked if land is available to move sites. Ms. Powell indicated there may be a variety of potential options.

Commissioner Hardy asked if the City would be able to sell the properties if they are occupied. Ms. Jacobson stated that federal requirements ensure that all tenants retain their housing assistance.

Depending on the type of conversion, tenants are guaranteed right to return, but may also be able to rent in the free market after a year or two years following conversion. The money from the sale of property could be reinvested for the City of Chandler renovation of units and/or new units.

Ms. Jacobson presented examples of what other entities within the Maricopa Region are doing including Maricopa County and City of Phoenix. She also provided an example of a mixed income development in Maryland. With commercial space, there is an opportunity to rent out the space as a source of revenue or create a job training program for residents.

Commissioner Hardy commented that it makes more sense to tear down and sell than to try to repair. Ms. Jacobson moved into the feasibility options for the Public Housing sites. General renovation would cost approximately \$50,000 per unit, would take about 12-14 months, and would result in minor external improvement. Significant renovation would cost approximately \$80,000 per unit, would take about 15-18 months, and would result in more external improvement. A mixed income rebuild would cost approximately \$125,000 per unit, take about with 18-24 months, and include the production of additional units. Any potential changes to public housing will need to be approved by the City Council.

Commissioner Hardy asked about the warranty of work with both renovation and mixed income rebuild. Ms. Jacobson responded that all work would be warrantied but that the details would differ from contract to contract.

Ms. Jacobson described potential development scenarios for each site. Commissioner Alcalá asked whether increased density might have an impact on crime. Ms. Jacobson stated that crime data is considered as it relates to each potential option. Commissioner Navarette stated that he believed the need for more affordable housing outweighs the potential increase in crime. Chair Raymond asked if we could pull crime data from Phoenix's redevelopment projects. Ms. Powell offered that improved housing may encourage increased care for properties.

The portfolio strategy includes utilizing public/private development opportunities, the ability to increase cash flow and earn developer fees, and repositioning the portfolio for long term success. Next steps include retaining a consultant for site feasibility and development structure, developing the Public Housing Five-Year Plan, continuing to solicit input from Public Housing residents, issuing an RFQE or an RFP for developers, and submitting an application to HUD for the conversion.

Commissioner Hardy asked if there are more opportunities to house those experiencing homelessness. Ms. Powell explained that there is a preference for persons experiencing chronic homelessness. Even with the additional units, Chandler is always looking for landlords to work with because residents are struggling to find affordable units. Commissioner Navarette noted the need to focus on additional units for seniors due to the high demand.

b. FY 2020-2021 CDBG, HOME and Human Service General Fund Allocation Timeline.

Community Development and Resources Supervisor Karin Bishop presented the FY 2020-2021 Allocation Timeline. The CDBG orientation will occur on January 8th after the regular HHSC meeting. The chairs and specific meeting dates will be determined at orientation.

Vice Chair Boppart left the meeting at 7:50 p.m.

c. 2020 HHSC Calendar.

Community Development Coordinator Katie Gentry provided the 2020 HHSC Meeting Date calendar which will be sent out noting the changes approved during the Action Agenda.

d. Agency Tour Report Out.

Ms. Balch presented the final nine Agency Tour summary reports. In total, 17 agency tours were conducted this year and no corrective action plans were necessary. Chair Raymond requested that summary reports be uploaded to ZoomGrants so that they are available for reviewers as they are reviewing applications for funding.

6. MEMBERS COMMENTS / ANNOUNCEMENTS

Ms. Bishop noted that applications closed on November 26, 2019. There were 64 applications submitted with 10 CDBG applications, 3 HOME applications, and 51 General Fund applications.

Commissioner Hardy noted that Mayor Corey Pain passed away over the weekend.

7. CALENDAR

- a. Next meeting scheduled for Wednesday, January 8, 2020.
- b. CDBG and HOME Orientation – January 8, 2020.

8. INFORMATION ITEMS

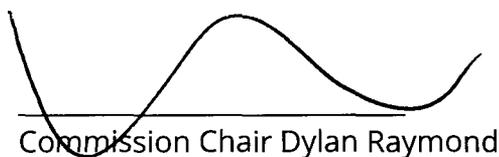
- a. None.

9. ADJOURNMENT

The meeting adjourned at 8:08 p.m.

Dated: 2/12/2020

Katie Gentry
Recording Secretary Katie Gentry


Commission Chair Dylan Raymond