

# Housing and Human Services Commission Regular Meeting

February 9, 2022 | 6 p.m.

Neighborhood Resources Department  
235 S. Arizona Ave., Chandler, AZ  
Virtually via [Webex Link](#), 1-415-655-0001  
Code: 2591 936 0463, Password: vMDvpZPR745



## Commission Members

Antonio Alcala, Chair  
Heather Mattisson, Vice Chair  
Cynthia Hardy  
David Gonzalez  
Greg Rodriquez  
Julie Martin  
Leonard Navarrete  
Ryan Magel  
Steven Tepper  
Vanessa Dearmon

Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. § 38-431.02, notice is hereby given to the members of the Housing and Human Services Commission and to the general public that the Housing and Human Services Commission will hold a REGULAR MEETING open to the public, with the option to attend in-person or virtually, on Wednesday, February 9, 2022, at 6:00 p.m., at the Neighborhood Resources Department, 235 South Arizona Ave., Chandler, Arizona, [virtually via Webex](#) or calling (415) 655-0001, using access code 2591 936 0463.

Persons with disabilities may request a reasonable modification or communication aids and services by contacting the City Clerk's office at (480) 782-2181(711 via AZRS). Please make requests in advance as it affords the City time to accommodate the request.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

# **Housing and Human Services Commission Regular Meeting Agenda - February 9, 2022**

## **Call to Order/Roll Call**

## **Scheduled/Unscheduled Public Appearances**

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

## **Public Hearing**

1. **City of Chandler 2022 Public Housing Authority Plan.**
2. **City of Chandler 2022 Annual Action Plan.**

## **Action Agenda**

3. **November 10, 2021, HHSC Meeting Minutes.**  
Move Housing and Human Services Commission to approve the Housing and Human Services Commission meeting minutes of the November 10, 2021, regular meeting.
4. **January 11, 2022, CDBG / HOME Subcommittee Orientation Meeting Minutes.**  
Move Housing and Human Services Commission to approve the Housing and Human Services Commission CDBG /HOME Subcommittee meeting minutes of the January 11, 2022, Subcommittee Orientation Meeting.

## **Briefing**

5. **Review Draft of City of Chandler 2022 Public Housing Authority Plan.**
6. **HOME-ARP (American Rescue Plan) Allocation Plan.**
7. **Status Update of the City of Chandler 2022 Annual Action Plan.**
8. **Open Meeting Law Presentation.**

## **Member Comments/Announcements**

## Calendar

9. **Next HHSC Community Development Block Grant / HOME Subcommittee Meeting is Scheduled for February 16, 2022, at 5:30 p.m.**
10. **Next HHSC Special Populations Subcommittee Meeting is Scheduled for Tuesday, February 22, 2022, at 6:00 p.m.**
11. **Next HHSC Youth Subcommittee Meeting is Scheduled for Wednesday, February 23, 2022, at 5:30 p.m.**
12. **Next HHSC Basic Needs Subcommittee Meeting is Scheduled for Thursday, February 24, 2022, at 5:30 p.m.**
13. **Next HHSC Meeting is Scheduled for Wednesday, March 2, 2022, at 6:00 p.m.**

## Information Items

## Adjourn



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 02/09/2022  
**To:** Housing and Human Services Commission  
**From:** Monica Thompson, Community Development Coordinator  
**Subject:** **City of Chandler 2022 Public Housing Authority Plan.**

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**Attachments**

2022 Public Housing Authority Plan



**HHSC Memorandum Neighborhood Resources Department- Memo No. HD22-02**

**Date:** Feb. 9, 2022

**To:** Housing and Human Services Commission

**Thru:** Leah Powell, Neighborhood Resources Director  
Amy Jacobson, Housing and Redevelopment Manager

**From:** Deborah Cooke, Housing Administrative Supervisor

**Subject:** Public Hearing on 2022 Annual Plan, and Capital Fund for The Fiscal Year Beginning July 1, 2022

**Background:** Federal regulations and the City of Chandler Housing and Redevelopment Division policies require a public hearing to collect public input regarding the 2022 Annual Housing Plan and Capital Fund and certifying to compliance with the related regulations.

**Discussion:** The City of Chandler Housing and Redevelopment Division (the Public Housing Agency/PHA) administers 303 units of Low Rent Public Housing and 486 Housing Choice Vouchers (also known as Section 8).

The Public Housing Agency (PHA) is required to submit the PHA Annual Plan to the U.S. Department of Housing and Urban Development (HUD) by April 15, 2022 for its housing programs. The Annual Plan is a comprehensive guide to PHA policies, programs, operations, and strategies for meeting local housing needs and goals. Each year, staff reviews policies and revises supporting documents, as needed.

To comply with the U.S. Housing and Urban Development (HUD) requirements, public may comment from Jan. 23, 2022 to March 9, 2022 for the City of Chandler Housing and Redevelopment Division's 2022 Annual Housing Plan and Five-Year Capital Fund Action Plan. Two Resident Advisory Board (RAB) Meetings were held on Dec. 16, 2021, one in English and the one in Spanish. Additional meetings are scheduled for Feb. 24, 2022, to be conducted in English and in Spanish. The PHA plan can be viewed at [chandleraz.gov/residents/neighborhood-resources/housing-and-redevelopment/public-notice](http://chandleraz.gov/residents/neighborhood-resources/housing-and-redevelopment/public-notice), or at our office at 235S. Arizona Ave Chandler, AZ 85225.

The 2022 Annual Plan and Capital Fund, is available for written comment(s) addressed "Annual Plan" may be received at today's public hearing or by mail or dropped off at 235 S. Arizona Ave., Chandler, AZ 85225; or emailed to [chandler.housing@chandleraz.gov](mailto:chandler.housing@chandleraz.gov) and must be received by March 9, 2022, at 5 p.m. (MST). For more information, please contact Amy Jacobson or Debbie Cooke at 480-782-3200.



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 02/09/2022  
**To:** Housing and Human Services Commission  
**From:** Monica Thompson, Community Development Coordinator  
**Subject:** **City of Chandler 2022 Annual Action Plan.**

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**Attachments**

2022 Annual Action Plan



## HHSC Memorandum

## Neighborhood Resources - Memo No. NR22-004

**Date:** February 09, 2022

**To:** Housing and Human Services Commission

**Thru:** Leah Powell, Neighborhood Resources Director  
Riann Balch, Community Resources Manager

**From:** Karin Bishop, Community Development and Resources Supervisor

**Subject:** Public Hearing on 2022 Annual Action Plan for Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) Funds for Fiscal Year (FY) 2022-2023.

**Background:** Each year, the City of Chandler receives federal CDBG funds from the United States Department of Housing and Urban Development (HUD), and HOME funds, administered by HUD, through the Maricopa HOME Consortium. An Annual Action Plan (AAP), an element of the Consolidated Plan, is required by HUD in order for the City of Chandler to receive these federal funds. The AAP will identify priorities for use of the following estimated annual resources:

- CDBG: Approximately \$1,468,384
- HOME: Approximately \$409,881

In compliance with HUD regulations and the Citizen Participation Plan, the City is holding a public hearing to solicit citizen's feedback to identify housing and community development needs in the community, and to make suggestions for how to allocate these federal funds for the development of the 2022 AAP. Public comments received will be included in the finalized report submitted to HUD.

**Discussion:** The CDBG/HOME Subcommittee, a subcommittee of the HHSC, will make initial funding recommendations for CDBG and HOME funds, along with a contingency plan, that will be presented to the HHSC at the March 2, 2022 meeting.



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 02/09/2022  
**To:** Housing and Human Services Commission  
**From:** Monica Thompson, Community Development Coordinator  
**Subject:** **November 10, 2021, HHSC Meeting Minutes.**

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**Proposed Motion:**

Move Housing and Human Services Commission to approve the Housing and Human Services Commission meeting minutes of the November 10, 2021, regular meeting.

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**Attachments**

November 10, 2021 HHSC Minutes



**MINUTES**  
**HOUSING AND HUMAN SERVICES COMMISSION**  
**Neighborhood Resources Department**  
[Virtually via Webex](#)  
**Phone: (415) 655-0001, Access Code: 145-737-6299**  
**Wednesday, November 10, 2021, 6:00 p.m.**

**CALL TO ORDER / ROLL CALL**

Vice Chair Heather Mattisson called the meeting to order at 6:00 p.m.

Commissioners present on Webex: Heather Mattisson, Cynthia Hardy, David Gonzalez, Greg Rodriquez, Julie Martin, Ryan Magel, and Vanessa Dearmon.

Commissioners absent: Tony Alcala (excused), Leonard Navarrete (excused), and Steve Tepper (excused).

Staff present: Leah Powell, Amy Jacobson, Riann Balch, Karin Bishop, Dylan Raymond, and Monica Thompson.

Public present: None.

**SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**

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

None.

**ACTION AGENDA**

1. October 13, 2021, HHSC Meeting Minutes.

**Motion:** Commissioner David Gonzalez made a motion to approve the October 13, 2021, HHSC Meeting minutes. Commissioner Julie Martin seconded the motion.

**Discussion:** None.

**Results:** Motion passed 7-0.

2. 2022 HHSC Meeting Schedule.

**Motion:** Commissioner Ryan Magel made a motion to approve the 2022 HHSC Meeting Schedule. Commissioner Gonzalez seconded the motion.

**Discussion:** None.

**Results:** Motion passed 7-0.

## **DISCUSSION**

### 3. Funds Allocation Subcommittees.

Vice Chair Mattisson asked to move to suspend the rules and consider Briefing Item 4 out of order.

**Motion:** Commissioner Martin made a motion to move Briefing Item 4 out of order. Commissioner Cynthia Hardy seconded the motion.

**Discussion:** None.

**Results:** Motion passed 7-0.

Vice Chair Mattisson informed the Commission that subcommittees will soon begin to evaluate applications received for CDBG, HOME or General Funds. Each Subcommittee will review applications and make funding recommendations for anticipated funds. Subcommittee Orientation meetings will be held to guide Commission members through the allocations process. Vice Chair Mattisson shared that the process is fun and that she hopes Commissioners will agree and be engaged. She advised Commissioners of the time commitment and the benefits to the community. She called on Commissioners who had participated in the process previously to share their experiences. Commissioner Magel asked Commissioners to share what they believe to be the most challenging part of the process. Commissioner Hardy said it is always difficult to make tough decisions about how to spread limited funding, but also rewarding to be able to help organizations achieve their mission. Commissioner Greg Rodriguez agreed and added that it was exciting to learn about the services organizations provide and that the site visits are a great way to get firsthand knowledge of the importance of the services provided.

Vice Chair Mattisson proposed that the Commission re-evaluate the Allocation Subcommittee Composition and Leadership Criteria guidelines. She asked the Commission to consider making changes to how the subcommittees are formed so it is easier to manage and participate. Vice Chair Mattisson invited Community Resources Manager Riann Balch to share with the Commission the challenges and benefits of the current Subcommittee Composition guidelines. Ms. Balch provided a brief overview of the purpose, background, strengths, and challenges of the guidelines, noting that they are very clear but challenging to meet. Following the overview, Vice Chair Mattisson asked Commissioner's if they would like to engage in a process to revise the guidelines. There was agreement that this is a task worth pursuing.

## **BRIEFING**

### 4. 2022 Public Housing Annual Plan Calendar.

Vice Chair Mattisson asked Housing and Redevelopment Manager Amy Jacobson to give an overview of the 2022 Public Housing Annual Plan Calendar. Mrs. Jacobson explained that every year, HUD requires the Public Housing Authority to develop a calendar of activities for the upcoming year, which is due to HUD on April 15, 2022. Ms. Jacobson highlighted some of the activities noting that the process of developing the Annual and Five-Year Plans, obtaining policy updates, and reviewing changes, as well as developing the draft calendar based on information received from the HUD began in October. Ms. Jacobson informed the Commission that resident volunteers are recruited from the Public Housing sites to serve on the Resident Advisory Board, which reviews and advises the Public Housing Authority on the policies of the program. She also explained that the draft plan

will be available on the City website on January 21, 2022. The 2022 Public Housing Annual Plan Calendar includes a 45-day Public Comment period which begins on January 23, 2022 and ends March 9, 2022. After the Public Comment period the plan, which includes citizen suggestions, is presented to the Public Housing Authority Commission for approval before being submitted to HUD on April 11, 2022, prior to the HUD deadline.

Commissioner Rodriguez asked Ms. Jacobson why the dates in the descriptions do not match the dates in red on the calendars. Ms. Jacobson informed Commissioner Rodriguez that the dates identified at the top of the page are correct and that those dates will be in red on the calendars. Ms. Jacobson indicated she was presenting the 2022 Public Housing Annual Plan Calendar so the Commission would know in advance the items proposed to the Commission at future meetings.

#### 5. Fiscal Year 2022-2023 Application Orientation Summary.

Vice Chair Mattisson introduced Community Development and Resources Supervisor Karin Bishop to provide a summary of the FY 2022-2023 Application Orientation. Ms. Bishop explained that the FY2022-2023 Application Orientation was held virtually on October 20, 2021. There were 51 individuals who attended the application orientation representing 42 organizations. Last year, 50 individuals representing nearly 38 organizations attended. Ms. Bishop informed Commission members that nearly 15 new organizations attended the FY2022-2023 Application Orientation. She explained that attendance at the Application Orientation was not a requirement for organizations to receive funding and that a recording of the orientation is available to organizations unable to attend. Additional information regarding the application process is available on the City website and the deadline for application submission is Wednesday, December 1, 2021, at 11:59 p.m.

#### **MEMBER COMMENTS/ANNOUNCEMENTS**

Community Development Coordinator Monica Thompson informed the Commission that surveys were sent out to identify dates for the Allocations Subcommittee Orientation meetings and reminded Commission Members to respond to the survey by November 19, 2021.

Ms. Balch asked Commissioners to keep their eye out for something special sent by mail by the Chair and Vice Chair.

Vice Chair Mattisson shared a volunteer opportunity for Commission members who would like to support the Salvation Army Adopt a Family program. Staff will send more information via email soon.

#### **CALENDAR**

6. Next HHSC Meeting is Scheduled for Wednesday, December 8, 2021, at 6:00 p.m.

#### **INFORMATIONAL ITEMS**

7. None.

#### **ADJOURMENT**

The meeting adjourned at 6:51 p.m.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Vice Chair Heather Mattisson

\_\_\_\_\_  
Recording Secretary Monica Thompson



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 02/09/2022  
**To:** Housing and Human Services Commission  
**From:** Monica Thompson, Community Development Coordinator  
**Subject:** January 11, 2022, CDBG / HOME Subcommittee Orientation Meeting Minutes.

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**Proposed Motion:**

Move Housing and Human Services Commission to approve the Housing and Human Services Commission CDBG /HOME Subcommittee meeting minutes of the January 11, 2022, Subcommittee Orientation Meeting.

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**Attachments**

January 11, 2022 CDBG/HOME Minutes

**MINUTES OF THE  
HOUSING AND HUMAN SERVICES COMMISSION  
COMMUNITY DEVELOPMENT BLOCK GRANT / HOME SUBCOMMITTEE  
Neighborhood Resources Department  
[Virtually via Webex](#)  
Phone: (415) 655-0001, Access Code: 2594-371-3088  
Tuesday, January 11, 2022 at 5:30 p.m.**

**CALL TO ORDER / ROLL CALL**

Community Resources Manager Riann Balch called the CDBG & HOME Subcommittee meeting to order at 5:34 p.m.

Commissioners present on Webex: Tony Alcala, Heather Mattisson, Julie Martin, Leonard Navarrete, and Chad Wakefield.

Commissioners absent: Alexis Apodaca (excused)

Staff present: Riann Balch, Karin Bishop, Breena Meng, Dylan Raymond, and Monica Thompson.

Public present: None

**SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**

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

**ACTION AGENDA**

1. Approval of Future Subcommittee Meetings.

Community Development & Resources Supervisor Karin Bishop facilitated a discussion to ratify approval of future subcommittee meeting dates.

**Motion:** Subcommittee Member Chad Wakefield made a motion to approve the scheduling of Subcommittee meeting dates. Subcommittee Member Julie Martin seconded the motion.

**Discussion:** No discussion.

**Results:** The motion was approved 5-0.

2. Approval of Subcommittee Chair by Meeting Date.

Ms. Bishop facilitated a discussion to ratify approval of Subcommittee Chair by meeting date.

**Motion:** Subcommittee Member Martin made a motion to approve Subcommittee Member Tony Alcala to chair the first meeting and Subcommittee Member Heather Mattisson to chair the second meeting. Subcommittee Member Wakefield seconded the motion.

**Discussion:** No discussion.

**Results:** The motion was approved 5-0.

The schedule is:

Meeting 1	January 26, 2022 at 5:30 p.m.	Subcommittee Chair Tony Alcala
Meeting 2	February 16, 2022 at 5:30 p.m.	Subcommittee Chair Heather Mattisson

#### **BRIEFING ITEMS**

Community Resources Manager Riann Balch pulled Briefing Items 3 and 4 out of order.

#### **4. Review of Conflict of Interest**

Ms. Balch presented an overview of the CDBG/HOME Subcommittee orientation. She began the orientation by reviewing with subcommittee members the Conflict of Interest Policy, Arizona State Statute governing Conflict of Interest, and Federal Regulations governing Conflict of Interest. Assistant City Attorney Breena Meng was present to provide further explanation of what constitutes a Conflict of Interest for subcommittee members. The list of CDBG/HOME applicants was shared with subcommittee members. Ms. Balch asked subcommittee members to review the list of applicants and to disclose whether there was a Conflict of Interest with any of the organizations. She informed subcommittee members that a Conflict of Interest Disclosure Memorandum is only required if they have a “substantial interest” with an applicant/s. None of the subcommittee members declared a conflict of interest with any applicants.

Applicants for Community Development Block Grant (CDBG):

- City of Chandler Community Development and Resources Division (Client Services)
- City of Chandler Housing and Redevelopment Division (Public Housing Youth Program)
- Save the Family (Case Coordination and Homeless Housing)
- City of Chandler Neighborhood Preservation Division (Code Enforcement in Low-Mod Neighborhoods)
- City of Chandler Housing and Redevelopment Division (Relocation Assistance)

- City of Chandler Housing and Redevelopment Division (Professional Services)
- City of Chandler Community Development and Resources (Homeowner Rehabilitation Operations)
- FSL Home Improvements (Chandler Home Repair Program)

Applicants for HOME Investment Partnerships Program (HOME):

- ARM of Save the Family (Affordable Rental Housing)
- City of Chandler Housing and Redevelopment Division (Tenant-Based Rental Assistance)

### 3. Community Development Block Grant / HOME Subcommittee Orientation

Ms. Bishop provided an overview of subcommittee member roles and responsibilities, an explanation of the allocations process, timeline, and how to review and score the applications in ZoomGrants. She explained that subcommittee members should complete their scoring sheets, votes, and recommended award amounts by February 14<sup>th</sup>, 2022. Scores will be aggregated and presented for discussion at the February 16<sup>th</sup> Subcommittee meeting for further discussion.

Subcommittee Member Mattisson asked how subcommittee members might know if there were prior concerns with organizational performance. Ms. Bishop directed the subcommittee panel to questions in the application requiring the applicant to list the most recent CDBG/HOME-funded activities, and any unspent funds, monitoring, or audit findings for any funded CDBG/HOME projects.

Ms. Mattisson asked if there were funding limits. Ms. Bishop explained that award amounts should be considered in the context of the availability of funds and that a spreadsheet providing estimated funding and categorical limitations will be provided. Estimated funding is based on last year's award from the United States Department of Housing and Urban Development (HUD). Ms. Bishop informed the subcommittee that they will also be developing contingency plans (increase and decrease) at the second meeting in case the City has not received Fiscal Year 2022-2023 award amounts. Subcommittee Member Alcala asked when the City anticipates receiving notification from HUD. Ms. Bishop explained that there was no official date, and that it varies each year.

### **MEMBERS COMMENTS / ANNOUNCEMENTS**

None.

### **CALENDAR**



5. Next HHSC Community Development Block Grant/ HOME Subcommittee Meeting is scheduled per Action Item 1.

**INFORMATION ITEMS**

6. None.

**ADJOURN**

The meeting adjourned at 6:58 p.m.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Commission Chair Tony Alcala

\_\_\_\_\_  
Recording Secretary Monica Thompson



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 02/09/2022  
**To:** Housing and Human Services Commission  
**From:** Monica Thompson, Community Development Coordinator  
**Subject:** **Review Draft of City of Chandler 2022 Public Housing Authority Plan.**

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**Attachments**

2022 Draft of Public Housing Authority Plan



**HHSC Memorandum Neighborhood Resources Department- Memo No. HD22-01**

**Date:** Feb. 9, 2022

**To:** Housing and Human Services Commission

**Thru:** Leah Powell, Neighborhood Resources Director  
Amy Jacobson, Housing and Redevelopment Manager

**From:** Deborah Cooke, Housing Administrative Supervisor

**Subject:** Briefing item for The Submission Of The City Of Chandler Housing And Redevelopment 2022 Annual Plan and Capital Fund for The Fiscal Year Beginning July 1, 2022 and Certifying Compliance With The Related Regulations.

**Background:** The City of Chandler Housing and Redevelopment Division (the Public Housing Agency/PHA) administers 303 units of Low Rent Public Housing and 486 Housing Choice Vouchers (formerly known as Section 8).

The Public Housing Agency (PHA) is required to submit the PHA Annual Plan to the U.S. Department of Housing and Urban Development (HUD) by April 15, 2022 for its housing programs. The Annual Plan is a comprehensive guide to PHA policies, programs, operations, and strategies for meeting local housing needs and goals. Each year, staff reviews policies and revises supporting documents, as needed.

Staff provides a briefing item to the Housing and Human Services Commission (HHSC) members for their review of the City of Chandler Public Housing Authority 2022 Annual Housing Plan and Capital Fund and certifying to compliance with the related regulations.

**Discussion:** This year we will be submitting the 2022 Annual Plan and Capital Fund. The process allows for community input from program participants, residents, and the public in general. The City is currently in a public comment period from Jan. 23, 2022 to March 9, 2022 for the City of Chandler Housing and Redevelopment Division's 2022 Annual Housing Plan. We have had one Resident Advisory Board (RAB) meeting, in English and in Spanish, on Dec. 16, 2021. A second RAB Meeting has been scheduled for Feb. 24, 2022 to be conducted into English and Spanish.

The draft 2022 Annual Plan and Capital Fund can be found on our website at [chandleraz.gov/affordablehousing](http://chandleraz.gov/affordablehousing). A summary of updates are outlined below:

**Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP)**

*Utility Allowance*

The utility allowance is the amount that a housing authority determines necessary to cover the resident's reasonable utility costs. The utility allowance schedules are reviewed annually for both housing programs and are recommended for adjustment when a cumulative change of 10% or more occurs. Prior to beginning this update, a consultant was hired to do a comparison of the existing utility rates and charges

and Housing's current utility rate schedules in the Housing Choice Voucher and Public Housing Programs. A revised utility allowance for 2022 will be established for both programs effective July 1, 2022.

## **Housing Choice Voucher Administrative Plan**

### *Housing Quality Standards (HQS) Inspections*

The minimum heating temperature in each unit must be at least 68 degrees Fahrenheit where the landlord has the ability to control the temperature, and the unit must have the capability of heating to 68 degrees Fahrenheit where the resident has control of the temperature. The current policy states there must be a heating system present and the interior heating system must be a temperature between 55 and 85 degrees Fahrenheit between October 1 and May 1.

The minimum cooling temperature in each unit must be at least 82 degrees Fahrenheit where the landlord has the ability to control the temperature, and the unit must have the capability of cooling to 82 degrees Fahrenheit where the tenant has control of the temperature. The current policy states there must be a cooling system present and it constitutes an emergency if the temperature outside is 110 degrees Fahrenheit. This policy change would specify the inside temperature requirement.

## **Public Housing Admissions and Continued Occupancy Policy (ACOP)**

### *Assistance Animals*

Families may submit a request for a reasonable accommodation to have an assisted, support, or "therapy" animal approved by COCHRD. Each year, requests for an assisted animal are reviewed and appropriate documentation submitted for approval. The new policy would mean the reasonable accommodation process would occur every three years instead of every year. HUD does not require annual verification and this policy change is in-line with HUD streamlining rule.

### *Maintenance Policy*

The minimum cooling temperature in each unit must be at least 82 degrees Fahrenheit where COCHRD has the ability to control the temperature. Where the resident has control of the temperature, the cooling system must have the capability of cooling to at least 82 degrees Fahrenheit. The current policy states it constitutes an emergency if the temperature outside is at least 100 degrees Fahrenheit, except in situations of the elderly or those with medical conditions. This policy change would specify the inside temperature requirement.

### *Public Housing House Rules*

Gas meters or pipes are not to be used to hang, mops, brooms, rags, towels, etc.

Holiday decorations are to be removed within 10 calendar days, instead of the current policy of three weeks.

The kitchen floor must be free of spills from food and liquids The floor must be clean, including the bottom edge under the cabinets and appliances.

**Financial Implications:** HUD funds the costs associated with the Public Housing and Housing Choice Voucher Programs.

**Proposed Motion:** None at this time.



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 02/09/2022  
**To:** Housing and Human Services Commission  
**From:** Monica Thompson, Community Development Coordinator  
**Subject:** **Status Update of the City of Chandler 2022 Annual Action Plan.**

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**Attachments**

Update 2022 Annual Action Plan



## **HHSC Memorandum**

## **Neighborhood Resources - Memo No. NR22-005**

**Date:** February 09, 2022

**To:** Housing and Human Services Commission

**Thru:** Leah Powell, Neighborhood Resources Director  
Riann Balch, Community Resources Manager

**From:** Karin Bishop, Community Development and Resources Supervisor

**Subject:** Briefing Item on 2022 Annual Action Plan for Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) Funds for Fiscal Year (FY) 2022-2023.

**Background:** Each year, the City of Chandler receives federal CDBG funds from the United States Department of Housing and Urban Development (HUD), and HOME funds, administered by HUD, through the Maricopa HOME Consortium. An Annual Action Plan (AAP), an element of the Consolidated Plan, is required by HUD in order for the City of Chandler to receive these federal funds. The AAP will identify priorities for use of the following estimated annual resources:

- CDBG: Approximately \$1,468,384
- HOME: Approximately \$409,881

Staff provides a briefing item to the Housing and Human Services Commission (HHSC) members seeking their feedback to identify housing and community development needs in the community, and to make suggestions for how to allocate these federal funds for the development of the 2022 AAP.

**Discussion:** The CDBG/HOME Subcommittee, a subcommittee of the HHSC, will make initial funding recommendations for CDBG and HOME funds, along with a contingency plan, that will be presented to the HHSC at the March 2, 2022 meeting.

**Financial Implications:** None.

**Proposed Motion:** None at this time.



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 02/09/2022  
**To:** Housing and Human Services Commission  
**From:** Monica Thompson, Community Development Coordinator  
**Subject:** **Open Meeting Law Presentation.**

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**Attachments**

Open Meeting Law Presentation



# **Board and Commissions Open Meeting Law**



# Open Meeting Law

A.R.S. 38-431 et. seq.



- A.R.S. 38-431.09 - Public's business must be done in public
- Properly noticed meetings
- Posted agenda

- Quorum must be present for a meeting to be held
- 24 hours notice except for an actual emergency



# Public Bodies

All Public Bodies must comply with the Open Meeting Law



## "Public Body" includes:

- City Council
- Boards and commissions of the City
- All corporations and other instrumentalities whose boards of directors are appointed or elected by the City Council (i.e., Municipal Property Corp.)
- All quasi-judicial bodies of the City (i.e. Board of Adjustment
- Standing, special or advisory committees or subcommittees of the City (i.e. Council subcommittees)

## Public Bodies do not include:

- Staff meetings
- Staff appointed committees that advise staff
- Single department head



# What is a Meeting?

- A meeting occurs ANY TIME a quorum of the public body discusses, proposes, or takes legal action.
- Can be a traditional meeting or an electronic meeting.



# How Do We Have a Legal Meeting?

Post an agenda in the official posting places and website at least 24 hours in advance.

## Agenda **MUST** include:

- Date, time and place
- Description of matters to be discussed or decided (or where an agenda can be obtained)

## Agenda **MAY** include:

- Unscheduled public appearances
- Report on current events from chair members and staff person in charge





# Unscheduled Public Appearances



- Citizens may only address the public body on issues in its jurisdiction
- No discussion
- Members of the public body may respond to criticism, ask staff to review a matter, or request a future agenda item

# When Can a Public Body Meet in Private?

Executive Sessions - A.R.S. 38-431.03



Employment, discipline  
or resignation of public  
officer, appointee or  
employee



Obtain legal advice



Contract  
negotiations or  
litigation



Discussion regarding  
security and critical  
infrastructure



Negotiations for  
purchase, sale or lease  
of real property



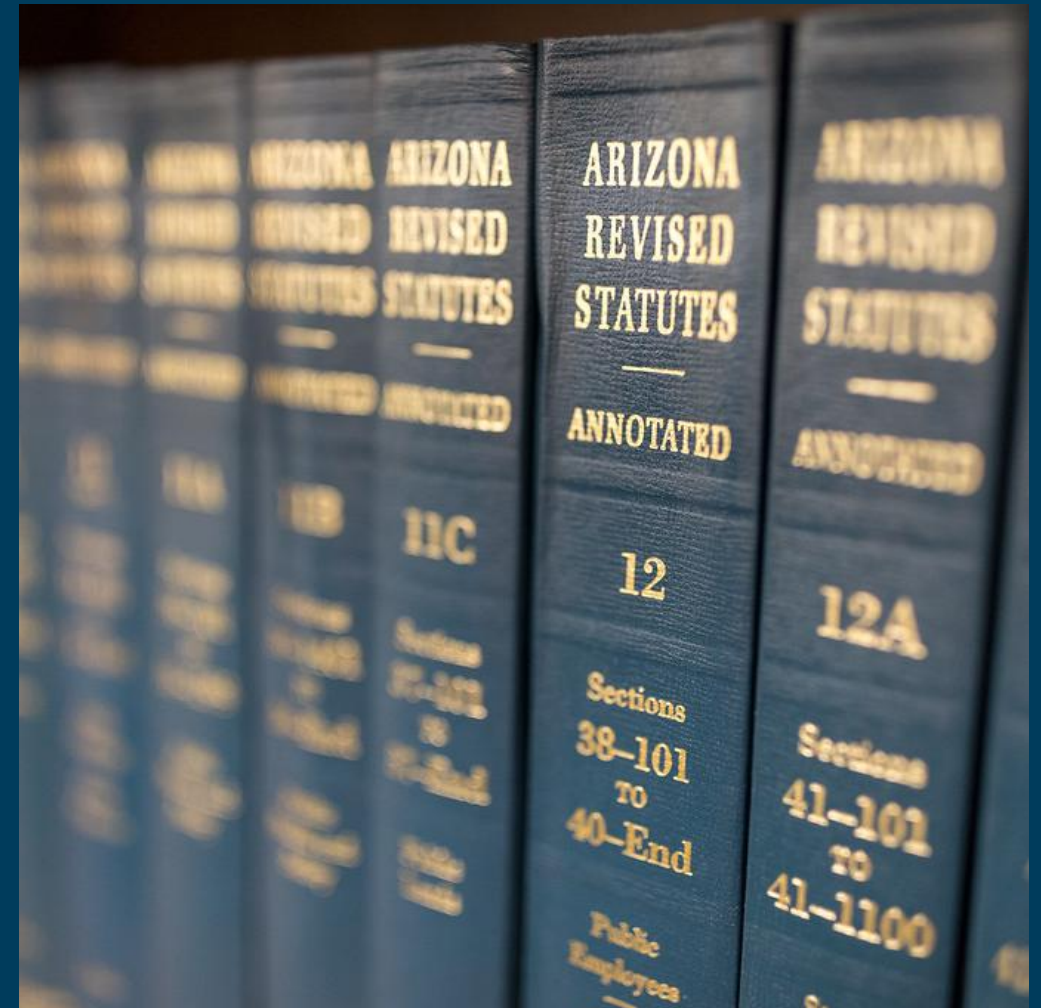
Discuss records exempt  
by law from public  
inspection



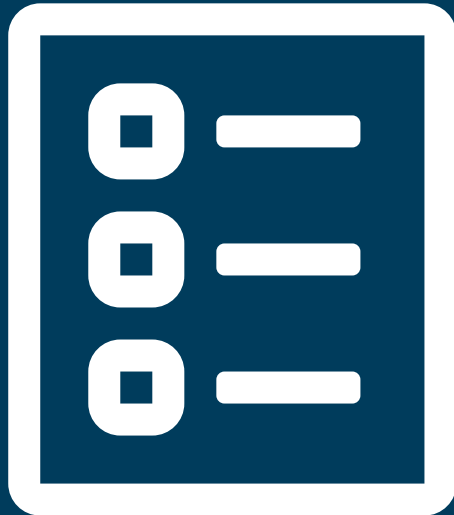
Employee organization  
negotiations

# Executive Sessions

- Minutes must be kept but are confidential from inspection (except in the case of an investigation)
- No legal action may be taken in executive session
- May instruct attorneys regarding contracts, litigation, and settlement discussions
- May instruct representatives regarding purchase of real property
- May instruct representatives regarding negotiations with employee organizations



# Can we discuss matters not on the agenda?





# Minutes

The official record of meetings.

Draft minutes must be available within 3 working days and must include:



# Open Meeting Pitfalls

Serial meeting—a series of gatherings of less than a quorum

Attending other meetings

Forwarding or reply all to emails

Not providing sufficient detail  
on an agenda

Social Media and A.R.S. § 38-431.09

Discuss and/or take action on items  
not listed on agenda

# Serial Meetings or Splintering the Quorum

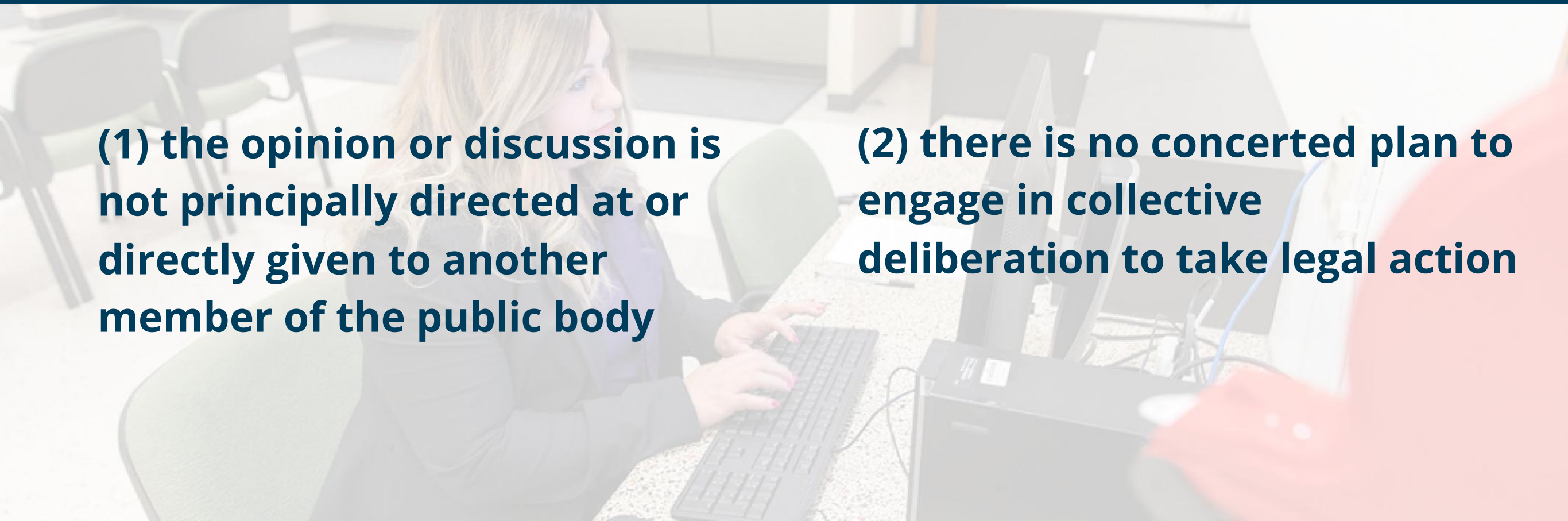


It is not necessary for a public body to communicate simultaneously in order for a meeting to occur. A series of gatherings of less than a quorum MAY constitute a meeting if City business is discussed.

This means that if a councilmember talks to two other councilmembers about City business and then one of those councilmembers talks to another councilmember about the same thing, a meeting has taken place but no notice or agenda so OML violation.

# Serial Meetings Continued

Under A.R.S. § 38-431.09, you may express your opinion or discuss an issue with the public personally, through the media, or through technological means, IF...



**(1) the opinion or discussion is not principally directed at or directly given to another member of the public body**

**(2) there is no concerted plan to engage in collective deliberation to take legal action**



# Emails

When you use e-mails to discuss City business, care must be taken not to violate the Open Meeting Law as e-mails can easily create a meeting inadvertently by:

- An e-mail to a quorum of the public body proposing legal action
- An e-mail exchange of facts and/or opinions if it is foreseeable that the topic may come before the public body for action
- Forwarding or responding to e-mails involving a majority of the council — be careful of chain e-mails
- **REMEMBER DO NOT REPLY ALL!**





# Social Media and Social Events

Members of public bodies should not post or comment on each other's website or municipal websites where those comments could be interpreted as proposing legal action or discussion or deliberation/decisions on City issues. These types of postings would violate the Open Meeting Law because they would be "meetings" .

It is NOT a violation of the Open Meeting Law when there is a gathering of a quorum of the public body, i.e., a wedding, but DO NOT talk about City business.

# What Happens if We Violate the Open Meeting Law?

A.R.S. 38.431.07

- Actions taken are null and void
- The Attorney General may investigate
- A public official may be removed from office
- \$500/day civil penalty
- Costs for enforcement may be assessed
- Public monies can not be used for legal counsel







# Conflict of Interest



# How Do You Know if You Have a Conflict of Interest?

Pecuniary Interest—will you gain or lose something of value from your decision?

If so, is your pecuniary interest remote or substantial?

If it is substantial, then you have a conflict!

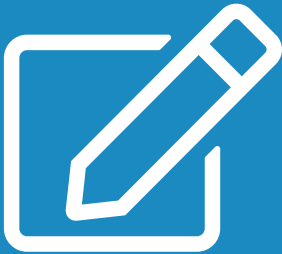


# How Do You Know if You Have a Conflict of Interest?

## Common Remote Interests A.R.S. 38-502(10)

- The interest of a non-salaried officer of a non-profit corporation
- The interest of an attorney of a contracting party
- The ownership of less than three percent of the shares of a corporation for profit
- The interest of a public officer or employee in being reimbursed for his actual and necessary expenses incurred in the performance of official duty
- The interest of a recipient of public services generally provided by the City
- The interest of a member of a trade, business, occupation, profession or class of persons consisting of at least ten members which is no greater than the interest of the other members of the trade, business, occupation or profession or class of persons

# What To Do if You Have a Conflict of Interest?



Fill out a disclosure  
form



No discussion or  
action



Make conflict  
known



Avoid any appearance  
of influence

# Conflict of Interest Law Violations

A.R.S. 38-510

- Civil suit may be filed
- Court may award attorney's fees
- Class VI Felony—intentional or knowingly
- Class I Misdemeanor—reckless or negligent
- Forfeiture of office
- Cancellation of contract – A.R.S. §38-511







# Public Records

# What is a Record?

- Evidence of the organization and all of its decisions, procedures, functions, and operations
- Made or received by any governmental agency
- Informational or historical data
- Any medium or format

# What is not a Record?

- Library or museum material solely for reference or exhibition
- Extra copies for convenience or reference
- Stocks of publications for sale or distribution

# Email is a Public Record

It is important to understand that electronic communications are public record and may be provided in response to a public records request or a subpoena.

Records are categorized by their content and not the format or medium in which they are created.



**Please note that not all emails are records. However, if an email meets the definition of a record then it must be kept according to the State Retention Schedules.**



# Who Has to Comply with Public Records Laws?

Members of Public Bodies

Includes Council, Board, Commission, Subcommittee Members

Employees of Public Officers and Public Bodies



**Questions?**