

**MINUTES**  
**HOUSING AND HUMAN SERVICES COMMISSION**  
**Neighborhood Resources Department**  
**235 South Arizona Avenue, Chandler, AZ 85225**  
**Wednesday, June 8, 2022, 6:00 p.m.**

**CALL TO ORDER / ROLL CALL**

Vice Chair Heather Mattisson called the meeting to order at 6:03 p.m.

Commissioners present: Tony Alcala, Heather Mattisson, Cecilia Hermosillo, Cynthia Hardy, Jeff Reynolds, Julie Martin (arrived at 6:08 p.m.), and Ryan Magel.

Commissioners absent: David Gonzalez (unexcused), Greg Rodriguez (excused), Karen Tepper (unexcused), and Vanessa Dearmon (unexcused).

Staff present: Leah Powell, Neighborhood Resources Director, Riann Balch, Community Resources Manager, Amy Jacobson, Housing and Redevelopment Manager, Karin Bishop, Community Development & Resources Supervisor, Dylan Raymond, Community Resources Coordinator, Tawn Kao, Assistant City Attorney, and Monica Thompson, Community Development Coordinator.

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 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.

**CONSENT AGENDA**

Items listed on the Consent Agenda may be enacted by one motion and one vote. If a discussion is required by members of the Board or Commission, the item will be removed from the Consent Agenda for discussion and determination will be made if the item will be considered separately.

1. May 11, 2022, HHSC Meeting Minutes.

**Motion:** Chair Tony Alcala made a motion to approve the May 11, 2022, HHSC Meeting Minutes. Commissioner Cynthia Hardy seconded the motion.

**Discussion:** None.

**Results:** The motion was approved 6-0.

**ACTION AGENDA**

2. Approval of 2021-2022 Public Housing Authority Write-Offs.

Vice Chair Mattisson introduced Housing and Redevelopment Manager Amy Jacobson to provide information about the Public Housing Authority (PHA) write-offs. Ms. Jacobson explained that each

year, the U.S. Department of Housing and Urban Development (HUD) allows the City of Chandler to write-off debts of previous public housing residents who have moved out, and still have unpaid rent, maintenance costs, miscellaneous charges, or late fees. For Fiscal Year 2021-2022, staff requests to write-off \$13,430.80. Ms. Jacobson informed the Commission that all accounts have had no activity for approximately six months after being forwarded to the collection agency. She also asked the Housing and Human Services Commission to approve the request to write-off the accounts as uncollectible. Chair Alcala asked how many write-offs are from the Kingston property. Ms. Jacobson indicated that none of the write-offs are from the Kingston property.

**Motion:** Commissioner Ryan Magel made a motion to approve Resolution No. HO168, authorizing the approval of the write-offs of \$13,430.80 in Public Housing Tenant Accounts Receivable as uncollectible. Commissioner Jeff Reynolds seconded the motion.

**Discussion:** None.

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

### 3. Approval of Kingston Arms Designation.

Vice Chair Mattisson asked Housing and Redevelopment Manager Amy Jacobson to provide information on the Kingston Designation. Ms. Jacobson requested authorization for the PHA to pass and adopt Resolution No. HO169, approving the submission of a certification to HUD to renew the designation of Kingston Arms, 127 N. Kingston Street, for elderly or near-elderly families. She also explained that if HUD grants the request to continue the elderly designation, it would be for two additional years and is subject to another renewal. Vice Chair Mattisson asked if there was any specific reason the designation is approved every two years instead of five years. Ms. Jacobson responded that if a PHA decided to convert a designation to a family unit, they'd have the option to do so through approval by HUD.

The Kingston Arms property has been designated for occupancy by elderly and near-elderly families since they were constructed in 1972. Commissioner Cecilia Hermosillo asked Ms. Jacobson if she sees a need for affordable housing for the elderly as a reason to keep the designation of Kingston Arms for elderly or near elderly families. Ms. Jacobson indicated that with rental fees increasing, there has been a direct impact on those that are on fixed incomes. She further explained that affordable housing was an area of need based on the 2019 Community Needs Assessment. Commissioner Hardy asked if the City had a plan for seniors priced out of their current properties. Ms. Jacobson advised that the plan is to build additional housing units based on affordable housing study projections regarding future demand, and that seniors are a population being closely monitored due to the increase in the aging population.

Commissioner Magel noted that the Kingston Arms property was 50 years old and asked Ms. Jacobson if the property was still a safe place for seniors to live. Ms. Jacobson explained that the property is inspected yearly and graded by HUD to ensure the property is safe for residents. She further explained that maintenance staff responds to maintenance requests on a daily basis. Neighborhood Resources Director Leah Powell added that upgrades have also been made to the units.

**Motion:** Commissioner Hermosillo made a motion to approve the Kingston Arms Designation. Commissioner Julie Martin seconded the motion.

**Discussion:** None.

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

4. Elections of Chair and Vice Chair for the Housing and Human Services Commission.

Community Resources Manager Riann Balch explained that new Commission members were welcomed in May and elections for Chair and Vice Chair are held in June. Ms. Balch indicated that Chair Alcala has served one year as Chair of the Commission and has the opportunity to serve another year as the Chair. She also shared that Vice Chair Mattisson has served one year as the Vice Chair and is eligible to serve another year as the Vice Chair of the Commission. Vice Chair Mattisson opened nominations for Chair. Commissioner Hardy nominated Chair Alcala for another year, and he accepted.

**Motion:** Commissioner Reynolds made a motion to elect Tony Alcala as Chair of the Housing and Human Services Commission. Commissioner Magel seconded the motion.

**Discussion:** None.

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

Vice Chair Mattisson opened nominations for Vice Chair. Commissioner Martin nominated Vice Chair Mattisson, and she accepted.

**Motion:** Commissioner Martin made a motion to elect Heather Mattisson as Vice Chair of the Housing and Human Services Commission. Commissioner Hermosillo seconded the motion.

**Discussion:** None.

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

**MEMBERS COMMENTS / ANNOUNCEMENTS**

Ms. Jacobson provided an update on the Public Housing Authority redevelopment opportunity with the Rental Assistance Demonstration (RAD) project. Ms. Jacobson informed the Commission that the City is purchasing the Trails End property consisting of 14 units near McQueen and Chandler Boulevard. She reported that the Trails End property and the adjacent lot will be redeveloped into 157 affordable housing units. Public housing residents currently housed at Site 2 located at 210 N. McQueen Rd., and Site 3 located at 73 S. Hamilton Street will be relocated to the Trails End property upon project completion. The remaining units will be designated as affordable housing units to income eligible households. The estimated project completion is December of 2024. Ms. Jacobson stated that the environmental review for this project is still pending HUD approval, yet she is hopeful that demolition of the property will begin in the summer. Commissioner Reynolds asked how long the City has been working on this project. Ms. Jacobson reported that the project has been in the planning stages for five years. Staff is seeking authorization to submit the RAD application to HUD,

from the Public Housing Authority Commission (PHAC) on July 11, 2022, and City Council on July 14, 2022. Commissioner Hermosillo asked if those currently on the waiting list are Chandler residents or if the wait list is open to residents in other cities. Ms. Jacobson clarified that the wait list is open to residents in Chandler and other cities. An update on the RAD project will be provided to the Commission at a later time.

### **CALENDAR**

5. HHSC Meeting, Wednesday, July 13, 2022, at 6:00 p.m.  
Staff reported that this meeting will be cancelled due to the lack of agenda items in July.
6. HHSC Meeting Wednesday, August 10, 2022, at 6:00 p.m.
7. HHSC Meeting, Wednesday, September 14, 2022, at 6:00 p.m.
8. HHSC Meeting, Wednesday, October 12, 2022, at 6:00 p.m.
9. HHSC Meeting, Wednesday, November 9, 2022, at 6:00 p.m.
10. HHSC Meeting, Wednesday, December 14, 2022, at 6:00 p.m.

### **INFORMATION ITEMS**

None.

### **ADJOURN**

The meeting adjourned at 6:36 p.m.

Dated: August 22, 2022

Heather Mattisson  
Vice Chair Heather Mattisson

Monica Thompson  
Recording Secretary Monica Thompson