

**MINUTES**  
**HOUSING AND HUMAN SERVICES COMMISSION**  
**NEIGHBORHOOD RESOURCES DEPARTMENT**  
**235 S. Arizona Avenue, Chandler, AZ 85225**  
**Wednesday, June 5, 2024, 6:00 p.m.**

**CALL TO ORDER / ROLL CALL**

Commission Chair Heather Mattisson called the meeting to order at 6:05 p.m.

Commissioners present: Heather Mattisson, Ryan Magel, Sharyn Younger, David Gonzalez, Aimee Griffith-Johnson, and Jeff Reynolds.

Commissioners absent: Cecilia Hermosillo, Lisa Loring, Tony Alcala, Frank Dichoza, and Karen Tepper.

Staff present: Riann Balch, Community Resources Senior Manager, Amy Jacobson, Housing and Redevelopment Senior Manager, Karin Bishop, Community Development Senior Program Manager, Dylan Raymond, Management Analyst Senior, and Elizabeth Garcia, 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.

**ACTION AGENDA**

1. Kingston Arms Designation

Approve Resolution No. HO180, Authorizing the Submission of a Certification to the US Department of Housing and Urban Development for its desire to renew the Designations of Kingston Arms Apartments, 127 N. Kingston St., for Occupancy by Elderly or Near Elderly Families.

Chair Mattisson called on Amy Jacobson, Housing and Redevelopment Senior Manager to present the item. Ms. Jacobson explained the City's Housing and Redevelopment Division, as the Public Housing Authority, assists 303 families in public housing. Since the inception of the City's Public Housing Authority, the apartments located at 127 N. Kingston (Kingston Arms Apartments) have been designated for people who are elderly or near elderly. Elderly is defined by HUD as a person 62 years of age or older and near elderly is defined as a person 55 years of age or older. Staff recommends approval of Resolution No. HO180 authorizing the submission of a certification to the United States Department of Housing and Urban Development to renew the designations.

**Motion:** Commissioner Jeff Reynolds made a motion approve Resolution No.HO180 authorizing the submission of a certification to the United States Department of Housing and Urban Development to renew the designations of 127 North Kingston Street (Kingston Arms Apartments)

For occupancy by elderly or near elderly families. Commissioner David Gonzalez seconded the motion.

**Discussion:** None.

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

2. Family Self-Sufficiency (FSS) Action Plan

Approve Resolution No. HO179, Authorizing the City of Chandler Housing and Redevelopment Family Self-Sufficiency Action Plan Effective July 1, 2024, and Certifying Compliance with the related US Department of Housing and Urban Development Regulations.

Chair Mattisson called on Ms. Jacobson to present the item. Ms. Jacobson explained that the FSS program is a voluntary program designed to assist low-income families participating in Public Housing and Housing Choice Voucher programs (HCV) in achieving economic independence and self-sufficiency through goal setting and specialized case management. Goals may include education and job training, money management, career advancement, improved life skills, and preparation for homeownership. Participants are considered self-sufficient and able to graduate when goals are accomplished and/or their income exceeds rental subsidy program limits, including being off welfare cash assistance for a minimum of 12 months. FSS is up to a five-year program, including two one-year extensions. Currently, there are a total of 120 participants enrolled in the FSS program, with 60 participants from Public Housing and 60 participants from The HCV program.

**Motion:** Commissioner Reynolds made a motion to recommend Resolution No. HO179 authorizing the City of Chandler Housing and Redevelopment Family Self Sufficiency Action Plan Effective July 1, 2024, and certifying compliance with the related US Department of Housing and Urban Development regulations. Commissioner Sharyn Younger seconded the motion.

**Discussion:** Commissioner Reynolds commented that it's a great program. Commissioner Gonzalez asked if 120 participants were the maximum capacity and if there was a waiting list for the program. Ms. Jacobson responded that the program is currently at capacity but may have the ability to expand in the future. The program does not have a waiting list but instead an interested party list.

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

3. Maricopa County Head Start Lease

Approve Resolution No. HO181, Authorizing the Eleventh Amendment to the Lease Agreement between the City of Chandler and Maricopa County for space in the Recreation Building for use as a Head Start Facility at 660 S. Palm Ln.

Chair Mattisson called on Ms. Jacobson to present the item. Ms. Jacobson explained that Maricopa County has operated a Head Start preschool program in the Public Housing Recreation Building, located at 660 S. Palm Lane, since 1993. In 1993, the County contributed \$60,000 towards the

remodeling of the existing building to better accommodate Head Start's licensing needs. The original amended and restated lease with the current terms, conditions, and rent amount was executed in 2017. The current three-year term of the amended renewal lease with Maricopa County Head Start ends June 30, 2024. The current lease amount is \$3,999.96 per year. The existing lease includes an option to extend the lease for a two-year period at an annual rate of \$3,999.96 per year. Maricopa County is requesting to exercise the option for a two-year lease extension under the same terms and conditions outlined in the current lease. The Head Start Program serves both the Public Housing residents' children and neighborhood children. Head Start is a valuable resource that better prepares low-income children for a school environment.

**Motion:** Commissioner Gonzalez made a motion to approve Resolution No. HO181 authorizing the eleventh amendment to the lease agreement between the City of Chandler and Maricopa County for a two-year lease extension for space in the recreation building at 660 S. Palm Lane, Chandler, Arizona, for use as a Head Start Facility. Commissioner Aimee Griffith-Johnson seconded the motion.

**Discussion:** Commissioner Gonzalez asked how many children the program was serving. Ms. Jacobson responded that she would get back to him with the information.

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

#### 4. Maricopa County Head Start Lease

Approve Resolution No. HO182, Authorizing the Two-Year Lease Extension Agreement between the City of Chandler and Maricopa County for space in the Recreation Building for use as a Head Start Facility at 130 N. Hamilton St.

Chair Mattisson called on Ms. Jacobson to present the item. Ms. Jacobson explained that Maricopa County has operated a Head Start preschool program in the Public Housing Recreation Building, located at 130 N. Hamilton Street, since 1991. In 1995, the County contributed \$70,000 towards the remodeling of the existing building to better accommodate Head Start's licensing needs. The original amended and restated lease with the current terms, conditions, and rent amount was executed in 2017. The current two-year term of the amended renewal lease with Maricopa County Head Start ends June 30, 2024. The current lease amount is \$3,999.96 per year. The existing lease included an option to extend the lease for a two-year period at an annual rate of \$3,999.96 per year. Maricopa County is requesting to exercise the option for a two-year lease extension under the same terms and conditions outlined in the current lease. The Head Start Program serves Public Housing residents' children as well as children from the surrounding neighborhood. Head Start is a valuable resource that prepares low-income children for a school environment.

**Motion:** Commissioner Younger made a motion to approve Resolution No. HO182 authorizing the tenth amendment to the lease agreement between the City of Chandler and Maricopa County authorizing a two-year lease extension for space in the recreation building at 130 N. Hamilton Street, Chandler, Arizona, for use as a Head Start Facility. Vice Chair Magel seconded the motion.

**Discussion:** None

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

**MEMBERS COMMENTS / ANNOUNCEMENTS**

**CALENDAR**

5. HHSC Regular Meeting, Wednesday, July 10, 2024, 6:00 p.m.

**INFORMATION ITEMS**

Karin Bishop, Community Development Senior Program Manager informed the Commission that the city has started work on the next Five-Year Consolidated Plan to develop priorities for Community development funding and staff will be sending out a survey to collect public input.

**ADJOURN**

The meeting was adjourned at 6:29 p.m.

Dated: October 8, 2024

Elizabeth Garcia  
Recording Secretary Elizabeth Garcia

Heather Mattisson  
Chair Heather Mattisson