

**MEETING CANCELLED DUE TO LACK OF QUORUM**

# Housing and Human Services Commission Regular Meeting

November 13, 2024 | 6:00 p.m.

Neighborhood Resources Conference Room  
235 S. Arizona Ave., Chandler AZ



## Commission Members

Chair Heather Mattisson  
Vice Chair Ryan Magel  
Commissioner Antonio Alcala  
Commissioner Sharyn Younger  
Commissioner David Gonzalez  
Commissioner Aimee Griffith-Johnson  
Commissioner Frank Dichoza  
Commissioner Lisa Loring  
Commissioner Cecilia Hermosillo  
Commissioner Jeff Reynolds  
Commissioner Karen Tepper

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 on Wednesday, November 13, 2024, at 6:00 p.m., at Neighborhood Resources Conference Room, 235 S. Arizona Avenue, Chandler, AZ. One or more Commissioners may be attending by telephone.

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 - November 13, 2024

## Call to Order/Roll Call

## 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.

## 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. September 11, 2024, HHSC Regular Meeting Minutes.

## Action Agenda

2. 2025 HHSC Meeting Schedule.

## Briefing

3. 2025 Public Housing Annual Plan Calendar.

## Member Comments/Announcements

## Calendar

4. HHSC Regular Meeting, Wednesday, December 11, 2024, at 6:00 p.m.

## Information Items

5. Annual Budget Survey.

## Adjourn





**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 11/13/2024  
**To:** Housing and Human Services Commission  
**Subject:** September 11, 2024, HHSC Regular Meeting Minutes.

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**Attachments**

9.11.24 HHSC Meeting Minutes

**MINUTES**  
**HOUSING AND HUMAN SERVICES COMMISSION**  
**NEIGHBORHOOD RESOURCES DEPARTMENT**  
**235 S. Arizona Avenue, Chandler, AZ 85225**  
**Wednesday, September 11, 2024, 6:00 p.m.**

**CALL TO ORDER / ROLL CALL**

Commission Vice Chair Ryan Magel called the meeting to order at 6:00 p.m.

Commissioners present: Ryan Magel, Sharyn Younger, David Gonzalez, Frank Dichoza, Aimee Griffith-Johnson, Lisa Loring, and Karen Tepper.

Commissioners absent: Heather Mattisson, Cecilia Hermosillo, Tony Alcala, and Jeff Reynolds.

Staff present: Riann Balch, Community Resources Senior Manager, Larissa Gorski, Affordable Housing Manager, Karin Bishop, Community Development Senior Program Manager, 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.

**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 29, 2024, HHSC Special Meeting Minutes.
2. June 5, 2024, HHSC Regular Meeting Minutes.

**Motion:** Commissioner Sharyn Younger made a motion to approve the Consent Agenda. Commissioner Aimee Griffith-Johnson seconded the motion.

**Discussion:** None.

**Results:** The motion was approved 7-0.

**ACTION AGENDA**

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

Vice Chair Magel asked each member to elect a Chair and Vice Chair for the Housing and Human Services Commission.

**Motion:** Commissioner David Gonzalez made a motion to elect Commissioner Heather Mattisson as Chair. Commissioner Karen Tepper seconded the motion.

Commissioner Griffith-Johnson made a motion to elect Commissioner Ryan Magel as Vice Chair. Commissioner Frank Dichoza seconded the motion.

**Discussion:** None.

**Results:** The motion was approved 7-0.

4. Vice Chair Magel made a recommendation to move agenda item number 5, Briefing out of order.

**Motion:** Commissioner Tepper made a motion to move agenda item number 5, Briefing out of order. Commissioner Sharyn Younger seconded the motion.

**Discussion:** None.

**Results:** Motion passed 7-0

## **BRIEFING**

5. Resolution H0183 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, 2024.

Vice Chair Magel called on Ms. Larissa Korski to present the item. Ms. Korski explained that United States Department of Housing and Urban Development (HUD) published the final rule on the SEMAP. This rule established an assessment system for the operation of Section 8 tenant-based programs to assist eligible families in affording decent, safe rental units at the correct subsidy cost. SEMAP provides policies and procedures that enable HUD to measure the performance of public housing agency management. It also allows HUD field offices to practice accountability monitoring and risk management. Public Housing Authorities must submit a SEMAP certification at the end of each fiscal year, with the current submission due by August 29, 2024.

### **The SEMAP certification includes 14 key performance indicators:**

- Proper selection of applicants from the Section 8 waiting list
- Sound determination of reasonable rent for each unit leased
- Setting payment standards within the required range of HUD fair market rent
- Accurate verification of family income
- Timely annual reexaminations of family income
- Correct calculation of the tenant share of the rent and the subsidy portion
- Maintenance of a current schedule of allowances for tenant utility costs
- Ensuring units pass inspection before entering assistance contracts
- Timely annual housing quality inspections
- Performance of quality control inspections to ensure housing quality
- Ensuring that landlords and tenants promptly correct housing quality deficiencies

- Ensuring that all available rental vouchers are used
- Expanding housing choice outside areas of poverty or minority concentration
- Enrolling families in the Family Self-Sufficiency (FSS) Program as required and helping FSS families achieve increases in employment income

Vice Chair Magel asked if there were any questions. Commissioner Tepper asked for a copy of the SEMAP certification. A copy was provided to all commissioners.

## **Discussion**

### 4. 2025-2029 Consolidated Plan Overview and Input

Vice Chair Magel will call on Erich Chatham, Consultant from Civitas LLC to present on the item. Mr. Chatman presented the Consolidated Plan is designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CPD formula block grant programs: Community Development Block Grant (CDBG) Program, and HOME Investment Partnerships (HOME) Program. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

HUD Program Objectives are to development of viable communities:

- **Community Improvements**
  - Investing in infrastructure, parks, and public spaces to enhance the quality.
- **Affordable Housing**
  - Supporting the construction and maintenance of affordable homes so everyone has a safe place to live.
- **Economic Opportunities**
  - Promoting local businesses and job creation to boost the community's economy and provide employment for residents.

HUD Programs Eligible Activities:

#### **Community Development Block Grant (CDBG)**

- Public Improvements
- Public Facilities
- Rehabilitation
- Economic Development
- Acquisition
- Public Services

#### **HOME Investment Partnerships Program (HOME)**

- Multi-family apartment buildings
- Housing for people with special needs (homeless, developmental disabilities etc.)
- First-time Homebuyer assistance
- Housing Rehabilitation
- Rental Assistance (vouchers)

- **CON Plan HUD Requirements**

Five Major Components

1. Needs Assessment
2. Housing Market Analysis
3. Five-Year Strategic Plan
4. Annual Action Plan
5. Citizen Participation

**HUD 2024 Fund Allocation**

CDBG \$1,432,855

HOME \$399,251

As part of the Consolidated Plan, all grantees must certify that they will affirmatively further fair housing, which means conducting an Analysis of Impediments to Fair Housing Choice (AI), taking appropriate actions to overcome the effects of any impediments identified through that analysis, and keeping records of these actions.

- The AI is a review of laws, regulations, policies, and practices affecting housing affordability, accessibility, availability, and choice.
- The assessment specifically includes an evaluation of:
  - Existing socio-economic conditions and trends in the city
  - Public and private organizations impacting housing issues
  - Barriers to fair housing choice
  - Actions to address any real or perceived impediments

Topics Covered:

- Community Demographics
- Economic Profile
- Housing Characteristics
- Public Programs and Policies
- Home Mortgage Disclosure Act (HMDA) Analysis
- Fair Housing Complaints and Public Input
- Barriers to Fair Housing Choice
- Actions to Ameliorate Barriers

Fair Housing Act (FHA) mandates:

- To prohibit discrimination in housing related-transactions;
- To promote integrated housing patterns, the federal government mandates that its programs and activities be managed in a way that “**affirmatively furthers fair housing**”
  - *Encouraging **diverse communities***
  - *Taking positive steps to **eliminate housing discrimination***
  - *Promote **equal housing opportunities***
  - **Accessibility requirements** (including multi-family housing built after March 13, 1991)

FHA prohibits discrimination based on: Familial status, Race, Color, Sex (including gender identity), Religion, National Origin, and Disability.

Fair Housing Choice

- Re-focus on **Equitable Opportunity**
- Individuals and families are able to live where they choose within their economic means, without unlawful discrimination



- Ability to choose affordable, accessible, quality, decent, safe, secure housing

Who must comply:

- Landlords
- Property Managers
- Real Estate Agents
- Lenders
- Insurance Companies
- Homeowner Associations
- Condo & Co-op Boards

Vice Chair asked if there were any questions or any discussion.

### **MEMBERS COMMENTS / ANNOUNCEMENTS**

### **CALENDAR**

5. HHSC Regular Meeting, Wednesday, October 11, 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: \_\_\_\_\_

\_\_\_\_\_  
Vice Chair Ryan Magel

\_\_\_\_\_  
Recording Secretary Elizabeth Garcia



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 11/13/2024  
**To:** Housing and Human Services Commission  
**Subject:** 2025 HHSC Meeting Schedule.

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**Attachments**

2025 HHSC Meeting Schedule

# HOUSING AND HUMAN SERVICES COMMISSION

2025 Meeting Dates
January 8, 2025
February 12, 2025
*March 5, 2025
April 9, 2025
May 14, 2025
June 11, 2025
July 9, 2025
August 13, 2025
September 10, 2025
October 8, 2025
November 12, 2025
December 10, 2025

All meetings are traditionally held the second Wednesday of the month (unless changed by vote) at 6:00 p.m. in the Neighborhood Resources Office, 235 S. Arizona Avenue, Chandler



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 11/13/2024  
**To:** Housing and Human Services Commission  
**Subject:** 2025 Public Housing Annual Plan Calendar.

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**Attachments**

2025 Public Housing Annual Plan Calendar

# Housing Detailed Planning Calendar For the 2025 PHA Annual Plan and 5 Year Plan

## October 2024

**-16-** Begin preparations to develop the Annual and Five-Year Plans; obtain the template from HUD's website; obtain policy updates and begin reviewing changes; Create draft calendar.

## November 2024

**-6-** HHSC Meeting: Briefing calendar review

## December 2024

**-11-** RAB Meeting (1<sup>st</sup>) Kingston – Rec Rm. 4PM

## January 2025

**-15-** 45-Day Comment Period **Begins**

**-28-** RAB Meeting (2<sup>nd</sup>) – Location TBD

## February 2025

**-5-** HHSC Meeting: Briefing and Public Hearing

## March 2025

**-1** 45-Day Public Comment Period **Ends**

**-5-** HHSC Meeting: Recommendation to PHAC for approval of the Resolution and approving submission of the Plan

## April 2025

**-7-** PHAC Meeting: Approval of Plan and Resolution

**-14-** Submit Plans to HUD for approval

**-17-** HUD Deadline for Plans submission.

Oct 2024						
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27	28	29	30	31		

Nov 2024						
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24	25	26	27	28	29	30

Office closed 11/28/24 to 11/29/24

Dec 2024						
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22	23	24	25	26	27	28
29	30	31				

Offices closed 12/25/24 to 1/1/25

Jan 2025						
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Feb 2025						
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Mar 2025						
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30	31					

Apr 2025						
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20	21	22	23	24	25	26
27	28	29	30			

H – City observed holiday

Revised 10/29/24 yz



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 11/13/2024

**To:** Housing and Human Services Commission

**Subject:** HHSC Regular Meeting, Wednesday, December 11, 2024, at 6:00 p.m.

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**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 11/13/2024  
**To:** Housing and Human Services Commission  
**Subject:** Annual Budget Survey.

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