

# Housing and Human Services Commission Regular Meeting

June 11, 2025 | 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 Cathy Koluch

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, June 11, 2025, 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 - June 11, 2025**

## **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. April 9, 2025, HHSC Regular Meeting Minutes.

## **Action Agenda**

2. Elections of Chair and Vice Chair for the Housing and Human Services Commission.
3. Approval of 2024-2025 Public Housing Authority Write-Offs.
4. Approval of Canceling the July 9, 2025, HHSC Regular Meeting.

## **Briefing**

5. Comprehensive Housing Plan - Draft.
6. Federal Funding Update.

## **Member Comments/Announcements**

## **Calendar**

7. HHSC Regular Meeting, Wednesday, August 13, 2025, at 6:00 p.m.

## Information Items

8. Heat Relief Update.

Adjourn



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 06/11/2025  
**To:** Housing and Human Services Commission  
**Subject:** April 9, 2025, HHSC Regular Meeting Minutes.

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**Attachments**

4.9.25 HHSC Meeting Minutes

**MINUTES**  
**HOUSING AND HUMAN SERVICES COMMISSION**  
**NEIGHBORHOOD RESOURCES DEPARTMENT**  
**235 S. Arizona Avenue, Chandler, AZ 85225**  
**Wednesday, April 9, 2025, 6:00 p.m.**

**CALL TO ORDER / ROLL CALL**

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

Commissioners present: Heather Mattisson, Ryan Magel, Tony Alcala, David Gonzalez, Sharyn Younger, Jeff Reynolds, Julie Martin, and Lisa Loring (6:15 p.m.).

Commissioners absent: Cecilia Hermosillo, Aimee Griffith-Johnson, and Karin Tepper.

Staff present: Riann Balch, Community Resources 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.

**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. February 12, 2025, HHSC Regular Meeting Minutes.
2. March 5, 2025, HHSC Regular Meeting Minutes.

**Motion:** Commissioner David Gonzalez made a motion to approve the Consent Agenda. Commissioner Jeff Reynolds seconded the motion.

**Discussion:** None.

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

**ACTION AGENDA**

3. Approval of City of Chandler 2025-2029 Consolidated Plan and Fiscal Year 2025-2026 Annual Action Plan Including Community Development Block Grant (CDBG) Funding Recommendations.

Commission Chair Mattisson called on Community Development Senior Program Manager Karin Bishop to present on this item.

Ms. Bishop explained that the City of Chandler receives federal Community Development Block Grant (CDBG) funding, administered by the United States Department of Housing and Urban Development (HUD). As a prerequisite for receiving CDBG the city is required every five (5) years, to prepare and adopt a Five-Year Consolidated Plan that includes the Fiscal Year 2025-2026 Annual Action Plan, to establish priorities for future funding decisions.

The 2025-2029 Consolidated Plan (ConPlan) is a strategic plan that establishes goals and priorities for using anticipated funding over the next five fiscal years. The Annual Action Plan defines the one-year planned activities in relation to the ConPlan goals and priorities. The total anticipated funding is \$1,682,855: \$214,928 for Public Service Activities, \$1,181,356 for Capital Projects, Housing Rehabilitation and Neighborhood Revitalization, and \$286,571 for Program Administration.

**Motion:** Commissioner Reynolds made a motion to approve the recommendation for the approval of City of Chandler 2025-2029 Consolidated Plan and Fiscal Year 2025-2026 Annual Action Plan Including the Community Development Block Grant (CDBG) Funding Recommendations. Commissioner Sharyn Younger seconded the motion.

**Discussion:** None.

**Results:** The motion was approved 8-0

4. Approval of City of Chandler Fiscal Year 2025-2026 HOME Investment Partnerships Program (HOME) Funding Recommendations.

Commission Chair Mattisson called on Community Development Senior Program Manager Karin Bishop to present on this item.

Ms. Bishop explained that it is a similar process to what was described for the Consolidated Plan and Annual Action Plan for CDBG funds. The difference is the mechanism in which the City of Chandler received the HOME funds. HOME funds are used to increase affordable housing opportunities for individuals with low and moderate income. Maricopa County receives the HOME funds from HUD and then disburses them in a formula-based funding to members of the Maricopa County HOME Consortium. The City of Chandler is a participating member of the HOME Consortium. The HOME-funded activities proposed by the city are included in Maricopa County's Consolidated Plan and Annual Action Plan submitted to HUD. The FY2025- 26 allocations have not been released by HUD, therefore the city prepared funding recommendations based on last year's allocation (\$399,251), along with a contingency plan for a potential increase or decrease in funding. The total anticipated funding is \$399,251, with \$374,298 allocated to Tenant-Based Rental Assistance (TBRA) to provide rental assistance for persons at-risk of or experiencing homelessness for a period of up to 24 months and \$24,953 allocated to Program Administration.

5. **Motion:** Commissioner Reynolds made a motion to approve the recommendation for the approval of City of Chandler Fiscal Year 2025-2026 HOME Investment Partnerships Program (HOME) Funding Recommendations. Commissioner Gonzalez seconded the motion.

**Discussion:** None.

**Results:** The motion was approved 8-0

## **MEMBERS COMMENTS / ANNOUNCEMENTS**

Chair Mattison invited the commission to the Annual Board and Commission Appreciation event scheduled for April 16, 2025, at 7:30 a.m. at the City Hall Courtyard. Chair Mattison also invited the Commission to volunteer at For Our City Day scheduled for Saturday, March 27, 2025.

## **CALENDAR**

6. HHSC Regular Meeting, Wednesday, May 14, 2025, at 6:00 p.m.

## **INFORMATION ITEMS**

Ms. Riann Balch, Community Resources Senior Manager, provided a Human Services allocation and Heat Relief update. AZCEND will be the city's new partner in providing heat relief services. Commissioners were invited to participate in evaluating the human services allocation proposals.

## **ADJOURN**

The meeting adjourned at 6:59 p.m.

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

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

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



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 06/11/2025

**To:** Housing and Human Services Commission

**Subject:** Elections of Chair and Vice Chair for the Housing and Human Services Commission.

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**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 06/11/2025  
**To:** Housing and Human Services Commission  
**Subject:** Approval of 2024-2025 Public Housing Authority Write-Offs.

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**Attachments**

Memo No. HD25-05  
Resolution No. H0188



**HHSC Memorandum      Neighborhood Resources Department - Memo No. HD25-05**

**DATE:** June 11, 2025

**TO:** PUBLIC HOUSING AUTHORITY COMMISSION

**THRU:** LEAH POWELL, NEIGHBORHOOD RESOURCES DIRECTOR  
AMY JACOBSON, HOUSING AND REDEVELOPMENT SENIOR MANAGER

**FROM:** LARISSA GORSKI, AFFORDABLE HOUSING MANAGER

**SUBJECT:** RESOLUTION NO. HO188 AUTHORIZING THE APPROVAL OF THE WRITE-OFF OF \$23,098.14 IN PUBLIC HOUSING TENANT ACCOUNTS RECEIVABLE AS UNCOLLECTIBLE

**RECOMMENDATION:** The Housing and Human Services Commission and staff recommend that the Public Housing Authority Commission (PHAC), pass and adopt Resolution No. HO156, authorizing the approval of the write-off of \$23,098.14 in Public Housing Tenant Accounts Receivable as uncollectible.

**SUMMARY:** The Department of Housing and Urban Development (HUD) requires Public Housing Authorities to write-off as uncollectible, the outstanding debt of former public housing residents that has not been collected within a reasonable time. The writing off of uncollectible tenant accounts receivables is a recommended accounting process.

**BACKGROUND:** As Resolution No. HO188 indicates, the Housing and Redevelopment Division is requesting the write-off of \$23,098.14 in tenant accounts. These tenants have left the public housing program owing the City of Chandler varying amounts for back rent, maintenance, and miscellaneous charges. All of the accounts have had no activity for approximately six months after having been forwarded to a collection agency in hopes that the debts could be collected. To date, no payments have been received through the collection agency on these accounts. At this time, Housing staff is requesting that the accounts be written off as uncollectible.

The attachment indicates the balances that are designated for write off. Some families were evicted for negative behavior including criminal activity. Some families vacated their housing units with substantial damage to the dwelling. In some cases, the level of labor and materials required to repair the units led to high maintenance charges.

Of the \$23,098.14 staff is requesting in write-offs, the amount is categorized as follows: \$11,838 for rent, \$11,087.14 for maintenance charges, and \$173 for late and miscellaneous charges. Please note that in the case of each of these accounts, the debt information has been entered into a nationwide HUD Housing Authority network. Each housing agency in the country belongs to this network and all new housing applicants are checked for debts owing as part of the program screening process. Should any of the parties on the list attempt to be housed on any federally subsidized housing program in the nation, their name and information will appear flagged and they should not be housed until the full debt is repaid to the housing agency who is owed the funds.

FINANCIAL IMPLICATIONS: The total amount of uncollectible accounts for this write-off is \$23,098.14. The current Public Housing budget includes a line item for the write-off of uncollectible accounts. The amount of this year's write off is more than the amount written off in 2024, which was \$15,678.19. Over the past ten years, the average annual amount written-off is \$14,507.16. All costs associated with the write off of uncollectible tenant debt are funded by HUD.

PROPOSED MOTION: Move that PHAC pass and adopt Resolution No. HO188 authorizing the approval of the write-off of \$23,098.14 in Public Housing Tenant Accounts Receivable as uncollectible.

Attachment: Resolution No. HO188

## RESOLUTION NO. HO188

A RESOLUTION OF THE CHANDLER PUBLIC HOUSING AUTHORITY COMMISSION OF THE CITY OF CHANDLER, ARIZONA, AUTHORIZING THE WRITE OFF OF \$23,098.14 IN PUBLIC HOUSING TENANT ACCOUNTS RECEIVABLE AS UNCOLLECTIBLE

WHEREAS, the United States Department of Housing and Urban Development regulations provide for write off of collections for tenant accounts receivables deemed uncollectible and;

WHEREAS, the accounts listed below are considered to be uncollectible;

NOW, THEREFORE, BE IT RESOLVED by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, as follows:

Section 1. That the following accounts be charged to collection losses:

<b>Accounts Receivable Write Off</b>		
<b>As of June 2025</b>		
Customer		Outstanding
<u>Number</u>	<u>Address</u>	<u>Amount</u>
84166	660 S. Palm	\$389
81360	130 N. Hamilton	\$88.64
81461	130 N. Hamilton	\$937.50
830511	73 S. Hamilton	\$2797
84072	660 S. Palm Ln	\$461.14
	<b>Total Family Sites (AMP 1)</b>	<b>\$5,473.28</b>
87175	43 S. Hamilton	\$2130.21
86027	455 S. Dobson Rd	\$6127.78
86425	869 N. Alma School Rd	\$8063.78
86934	2617 E. Commonwealth	\$1303.09

	<b>Total Family Sites (AMP 2)</b>	<b>\$17,624.86</b>
	<b>Grand Total</b>	<b>\$ 23,098.14</b>

PASSED AND ADOPTED by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, this \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
KEVIN HARTKE, CHAIRMAN

CERTIFICATION

I HEREBY CERTIFY that the above and foregoing Resolution No. HO188 was duly passed and adopted by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, and that a quorum was present thereat.

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 06/11/2025  
**To:** Housing and Human Services Commission  
**Subject:** Approval of Canceling the July 9, 2025, HHSC Regular Meeting.

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**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 06/11/2025  
**To:** Housing and Human Services Commission  
**Subject:** Comprehensive Housing Plan - Draft.

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**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 06/11/2025  
**To:** Housing and Human Services Commission  
**Subject:** Federal Funding Update.

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**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 06/11/2025  
**To:** Housing and Human Services Commission  
**Subject:** HHSC Regular Meeting, Wednesday, August 13, 2025, at 6:00 p.m.

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**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 06/11/2025  
**To:** Housing and Human Services Commission  
**Subject:** Heat Relief Update.

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