



**CITY OF SCOTTSDALE
SCOTTSDALE HOUSING AGENCY GOVERNING BOARD**

Regular Meeting Minutes
Thursday, May 9, 2024
City Hall Kiva Forum
3939 N. Drinkwater Boulevard
Scottsdale, AZ 85251

PRESENT: Chair Neal Shearer, Vice-Chair Mary Jung, Commissioners Jeff Jameson, Tricia Serlin, Roger Lurie, and Patrick Dodds

ABSENT: Commissioners Stuart Turgel and Leslie Brownell

STAFF: Kira Peters, Human Services Director, Mary Witkofski, Community Assistance Manager; Christina Cooley, Human Services Ops. Supervisor

Call to Order

Chair Shearer called the meeting to order at 5:02 p.m.

Roll Call

Members present as listed above.

Public Comment

Lee Cooley expressed approval for the Council's unanimous passing of resolution 13099, an annual plan for the CDBG program and the allocation of federal funds. He offered to brainstorm with Vice-Chair Jung about a matching gift campaign for the residents of Paiute Center.

REGULAR MEETING AGENDA

1. Approval of Minutes

Approve the regular meeting minutes of April 11, 2024

VICE-CHAIR JUNG MOVED TO APPROVE THE APRIL 11, 2024, SCOTTSDALE HOUSING AGENCY GOVERNING BOARD MEETING MINUTES. BOARD MEMBER SERLIN SECONDED THE MOTION, WHICH CARRIED FIVE (5) TO ZERO (0) BY ROLL CALL VOTE. VICE-CHAIR JUNG AND BOARD MEMBERS JAMESON, SERLIN, LURIE, AND DODDS

VOTED IN THE AFFIRMATIVE. CHAIR SHEARER ABSTAINED. THERE WERE NO DISSENTING VOTES.

2. Appointment of Resident Board Member to the Scottsdale Housing Agency Governing Board

The Scottsdale Housing Agency Governing Board discussed the appointment of a resident housing choice voucher participant to the governing board, noting that Board Member Brownell has submitted an application for reappointment.

BOARD MEMBER SERLIN MOVED TO REAPPOINT LESLIE BROWNELL AS A SCOTTSDALE HOUSING AGENCY GOVERNING BOARD RESIDENT HOUSING CHOICE VOUCHER PARTICIPANT MEMBER FOR A ONE-YEAR TERM. BOARD MEMBER LURIE SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. CHAIR SHEARER, VICE-CHAIR JUNG, AND BOARD MEMBERS JAMESON, SERLIN, LURIE, AND DODDS VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

3. Presentation on the Quality Assurance Division (QAD) Validation Housing Choice Voucher (HCV), Voucher Management System (VMS) for Scottsdale Housing Agency (SHA)

Mary Witkofski, Community Assistance Manager, provided a presentation on a recent Quality Assurance Division (QAD) review of the Scottsdale Housing Outcomes and Corrective Actions Plan. She said the primary purpose of a QAD audit is to ensure that the Housing Choice Voucher programs and their funds are being expended appropriately and reported accurately. HUD sent notification on December 6, 2023, that there would be a review related to the voucher management system. Following that review, staff received a QAD request on emergency housing vouchers records. All data was provided, and the review ended on April 14, 2024. Ms. Witkofski highlighted areas reviewed by the QAD, gave a detailed explanation of the audit findings and audit concerns, and outlined steps the Scottsdale Housing Agency is taking in response.

Steps being taken by staff to correct the findings include the following:

- Working with Elite software provider to better manage system reports.
- Revising and improving standard operating procedures.
- Voucher management staff are receiving software training.
- Reviewing and validating records generated and maintained.
- Reviewing monthly activity and implementing a checks and balances process.

Steps being taken by staff to address the three concerns that were identified are as follows:

- Working with Elite software provider to track VMS data and categorize system-generated reports.
- Making corrections to incorrect data entries.
- Implementing policies and procedures to ensure accurate reporting of fraud recovery and repayment agreements.

Board Members were given an opportunity to ask questions. Ms. Witkofski explained that there

were 6,089 units months leased over the one-year period reflected in the audit. Board Members commented that the issues that were found are small on the grand scale and staff has done an excellent job and now have the opportunity to use the HUD review as a tool for making improvements.

4. Identification of Future Agenda Items

There were no agenda items suggested.

5. Adjournment

BOARD MEMBER LURIE MOVED TO ADJOURN THE MEETING. BOARD MEMBER DODDS SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. CHAIR SHEARER, VICE-CHAIR JUNG, AND BOARD MEMBERS JAMESON, SERLIN, LURIE, AND DODDS VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 5:22 p.m.

Recorded and Transcribed by eScribers, LLC.