



**CITY OF SCOTTSDALE
HOUSING AGENCY GOVERNING BOARD
Regular Meeting – MINUTES
Thursday, July 24, 2025
City Hall Kiva Forum
3939 N. Drinkwater Boulevard
Scottsdale, AZ 85251**

PRESENT: Chair Roger Lurie, Vice-Chair Mary Jung, Board Members Jeff Jameson, Neal Shearer, Lee Cooley, Cynthia Hill, and Sheila Roe

STAFF: Mary Witkofski, Community Assistance Manager; Christina Cooley, Housing Supervisor; Eugenio Munoz-Villafane, Human Services Manager

Call to order

Chair Lurie called the meeting to order at 5:00 p.m.

Roll Call

Members present as listed above.

Public Comment

Beverly Spires commented about her positive experience with the Tenant Based Rental Assistance Program. She commented that improvements could be made in the amount of monthly income participants are allowed to earn in order to stay eligible and the need for additional program information to be provided to participants.

REGULAR MEETING AGENDA

1. Approval of Minutes

Approval of the Regular Meeting Minutes of May 8, 2025

BOARD MEMBER SHEARER MOVED TO APPROVE THE MAY 8, 2025, HOUSING AGENCY GOVERNING BOARD MEETING MINUTES. VICE-CHAIR JUNG SECONDED THE MOTION,

WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR LURIE, VICE-CHAIR JUNG, BOARD MEMBERS JAMESON, SHEARER, COOLEY, HILL, AND ROE VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

2. Federal Regulations and Intent to Terminate a Housing Choice Voucher Participant

Mary Witkofski, Housing and Community Assistance Manager, gave a presentation on federal regulations regarding the intent to terminate the Housing Choice Voucher (HCV) process. As part of her presentation she reviewed Chapter 12 of the Housing Administrative Plan, Grounds for Termination from Housing Choice Voucher, Sections 24 CFR Part 982 and 2 CFR Part 5, and Public and Indian Housing Notices. She highlighted specific circumstances that a HCV participant might be experiencing that would require the Scottsdale Housing Agency (SHA) to file an intent to terminate.

Due process for HCV participants would include an intent to terminate letter being sent to both the participant and the landlord, an opportunity to request a hearing within 10 days of delivery of the intent to terminate letter, and an informal hearing process overseen by a third-party hearing officer. She reviewed the rights an HCV participant is afforded during the hearing process and the process taken by the Scottsdale housing authority director in determining whether or not to uphold or overturn the hearing officer's recommendation.

Board Members were given an opportunity to ask questions. Ms. Witkofski said that whether or not the participant responds within the 10-day response period, the date that assistance will cease stays the same. She explained that in instances where a hearing officer overturns SHA's intent to terminate due to lack of evidence, the housing director would uphold the decision and the tenant would be reissued a voucher, which requires the participant to come into the housing office. If the tenant decides to port into a different jurisdiction, they would have to find housing in the new jurisdiction and work with another housing agency, which would further delay the circumstances in which they could lease up. In cases of eviction, there is a separate process between the tenant and landlord that would be determined by a judge in a court of law.

Ms. Witkofski said that prior to receiving an intent to terminate, the participant would participate in mandatory counseling sessions and would be aware that they could face an intent to terminate. Reasonable accommodations are provided to those participants who can provide verification of medical circumstances. In cases of termination, referrals are made directly to human services centers, non-profit agencies, and legal assistance.

3. Identification of Future Agenda Items

There were no future agenda items identified.

4. Adjournment

BOARD MEMBER ROE MOVED TO ADJOURN THE MEETING. BOARD MEMBER COOLEY SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR LURIE, VICE-CHAIR JUNG, BOARD MEMBERS JAMESON, SHEARER, COOLEY, HILL, AND ROE VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 5:28 p.m.

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