



**CITY OF SCOTTSDALE  
HOUSING AGENCY GOVERNING BOARD**

Regular Meeting – **MINUTES**

Thursday, October 23, 2025

City Hall Kiva Forum

3939 N. Drinkwater Boulevard

Scottsdale, AZ 85251

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

**ABSENT:** Board Member Jeff Jameson

**STAFF:** Mary Witkofski, Housing and Community Assistance Manager; Christina Cooley, Housing Supervisor; Martin Lara-Reyes, Occupancy Specialist

**Call to order**

Chair Lurie called the meeting to order at 5:00 p.m., noting that agenda item 3 was being removed due to the fact that separate payments are no longer required.

**Roll Call**

Members present as listed above.

**Public Comment**

There were no members of the public who wished to speak.

**Approval of Minutes**

Approval of the Regular Meeting Minutes of September 25, 2025

BOARD MEMBER ROE MOVED TO APPROVE THE SEPTEMBER 25, 2025, HOUSING AGENCY GOVERNING BOARD REGULAR MEETING MINUTES. BOARD MEMBER JUNG SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. CHAIR LURIE, VICE-CHAIR COOLEY, BOARD MEMBERS JUNG, SHEARER, HILL, AND ROE VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

## REGULAR MEETING AGENDA

### 1. **A Day in the Life of a Housing Inspector**

Martin Lara-Reyes, Occupancy Specialist, gave a presentation on the daily tasks and job duties at the Scottsdale Housing Agency. He reviewed the key duties of an Housing Choice Voucher (HCV) Home Inspector, noting that the purpose of an HCV Home Inspector is to ensure housing units meet the United States Department of Housing and Urban Development's (HUD's) national standards for the physical inspection of real estate, as well as to protect safe habitable dwellings and offer support to landlords and tenants.

Board Members were given an opportunity to ask questions. Christina Cooley, Housing Supervisor, said that approximately 28 percent of inspections fail annually. In instances where the unit fails, the timeline for reinspection is based on whether the deficiency is an emergency or non-emergency item. If the unit does not pass reinspection, it goes into abatement until the unit comes back into compliance. If the unit is not brought into compliance within the allocated timeline, the half-contract would be terminated, and the tenant would relocate to a suitable unit.

### 2. **Resolution 2025-25 Housing Choice Voucher Small Area Fair Market Payment Standards Effective January 1, 2026**

Mary Witkofski, Housing and Community Assistance Manager, presented the Housing Choice Voucher Small Area Fair Market Payment Standards, effective January 1, 2026. She explained that after reviewing items within the two-year tool, leasing patterns, and current participants, Scottsdale Housing Agency has decided to set payment standards at 100 percent of small area fair market rent. She said that the HUD-held reserves have been almost depleted and are currently at \$292,000, as compared to over \$1 million this time last year. Lowering the reserves has put Scottsdale Housing Agency in a position to potentially receive more money, which means that in the future the voucher utilization rate could potentially be increased. Current usage is 70 percent of Scottsdale Housing Agency's 780 allocated vouchers. Ms. Witkofski explained the hold harmless statement that was recently implemented as part of the administrative plan. Adoption of the new payment standards will not impact current voucher holders.

Board Members asked clarifying questions.

VICE-CHAIR COOLEY MOVED TO APPROVE RESOLUTION 2025-25, HOUSING CHOICE VOUCHER SMALL AREA FAIR MARKET PAYMENT STANDARDS, EFFECTIVE JANUARY 1, 2026. BOARD MEMBER JUNG SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. CHAIR LURIE, VICE-CHAIR COOLEY, BOARD MEMBERS JUNG, SHEARER, HILL, AND ROE VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

### 3. **Resolution 2025-06 Tenant Based Rental Assistance (TBRA) Payment Standards Effective January 1, 2026**

Agenda item removed.

**4. Identification of Future Agenda Items**

Future meetings could include:

- Scottsdale IDA presentation

**5. Adjournment**

BOARD MEMBER ROE MOVED TO ADJOURN THE MEETING. BOARD MEMBER COOLEY SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. CHAIR LURIE, VICE-CHAIR COOLEY, BOARD MEMBERS JUNG, SHEARER, 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 5:19 p.m.

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