

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

January 25, 2017 BOARD MEETING

CALL TO ORDER

Chairman Baird called the meeting to order at 1:00 pm.

ROLL CALL

Board Members present: Chairman Sam Baird, Jan Doughty, Terry Gleeson, Everette Hoyle, Gregory Johnloz, Joseph Stegmayer, Lloyd Strode and Wayne Syrek.

Board Members absent: Cody Pearce

Arizona Department of Housing (“Department”) Staff: Director, Michael Traylor (Traylor); Deputy Director, Debra Blake (Blake); Assistant Attorney General, Valerie Marciano; and Board Secretary, Ayde Sanchez.

Public Present: Ken Anderson, Manufactured Housing Industry of Arizona (MHIAZ) and Susan Brenton, Manufactured Housing Communities of Arizona (MHCA).

APPROVAL OF APRIL 20, 2016 BOARD MINUTES

Chairman Baird entertained a motion to accept the prior Board Meeting Minutes; Board member Johnloz made motion to accept; motion seconded by Board member Stegmayer; and the Board voted unanimously to accept.

DEPARTMENTAL UPDATES

Blake provided an overview of the following highlights:

1. Coconino County’s Board of Supervisors approved the renewal of the Intergovernmental Agreement with the Department on January 10th.
2. Update on the deployment of the Arizona Management System at Housing.
3. Legislative updates included bills regarding the elimination of General Fund appropriation for manufactured housing, an increase to payment amounts for relocation assistance, and bills introduced by Manufactured Housing Communities of Arizona, specifically on real estate professionals to sell new and used manufactured homes in mobile home parks.
4. Update on open staff position for Tucson Installation Inspector.
5. Collaborative meeting with Installers held on January 12, 2017 to address topics of interest to industry and Department.

6. Arizona will be the host site for a West and Mid-West regional HUD meeting for State Administrative Agencies in April 2017.

CALL TO PUBLIC – No Public requests made.

RULE PACKET AND TECHNICAL CORRECTIONS TO STATUTES

Board members reviewed the Rule Packet and Technical Corrections to Statutes documents in advance of the Board Meeting as provided to them by Department staff. The Board discussed statutory changes and made recommendations to the Department then approved the submission for a bill the Department would submit to the Legislature. The Rule Packet had been previously reviewed in 2015 and this was a second review to remind Board members what they had previously approved. The Board voted to move forward with the rule packet recommendation and a request for approval from the Governor's Office for an exception to the rule change moratorium.

INTERGOVERNMENTAL AGREEMENTS

Blake presented reports for June through November 2016 showing that as of November 2016 there were agreements with 60% of cities and towns and 73% of counties.

FINANCIAL REPORT

Blake presented the monthly financial reports for June through November 2016. She reported that the June 2016 financial report is final accounting closing the prior fiscal year (July 1 – 2015 through June 2016), and resulted in a 103% proration when comparing annual revenue to annual expenditures. The Board is statutorily responsible to set annual fees to result in covering costs between 95 – 105%.

RECOVERY FUND

Blake provided an update on the Recovery Fund balance as of June 30, 2016 and reported no claims pending hearing and no claims waiting to be scheduled for hearing. She also reviewed the complaint summary provided in the Board packet.

FEE STRUCTURE – No discussion.

NEXT BOARD MEETING DATE

Wednesday April 19, 2017.

ADJOURNMENT

Chairman Baird thanked the Board members for their attendance, the Department for the Board packet and reporting. The meeting was adjourned at 3:13 p.m.