

A G E N D A
BOARD OF MANUFACTURED HOUSING
Arizona Department of Housing

Date: **Wednesday, January 16, 2019; 1:00 P.M.**
Arizona Department of Housing
1110 West Washington, **Suite 280 (2nd Floor)** Phoenix, AZ 85007

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the general public that the members of the Board of Manufactured Housing will hold a regular meeting open to the public at the Board's office, at 1110 West Washington, Suite 280 (2nd Floor), Phoenix, Arizona. The Board, upon a majority vote of a quorum of the members, may, when necessary, hold an Executive Session to obtain legal advice regarding any of the agenda items, pursuant to A.R.S. § 38-431.03(A)(3).

The agenda is subject to change up to 24 hours prior to the meeting, in which case a new agenda will be prepared and distributed in the same manner as the original agenda. You may also call **602-364-1433** or email Ayde.Sanchez@azhousing.gov for any changes. Agenda items are noted by number and letter for convenience and reference. The Board may address the agenda items in any order within the time frame indicated, and may set over matters to a later time when necessary. The Board reserves the right to change the order of items on the agenda, except for matters set for a specific time.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Ayde Sanchez at 602-364-1433 or email Ayde.Sanchez@azhousing.gov. Requests should be made as early as possible to allow time to arrange the accommodation.

1:00 P.M.

- I. Call to Order (Chairman)
 - a. Introduction of Tara Brunetti, Deputy Director for Manufactured Housing Division
- II. Roll Call (Secretary)
- III. Annual Selection of Board Chairman from Current Membership (Chairman)
- IV. Review and Action on Abbreviated Minutes of October 17, 2018 meeting
- V. Departmental Information – discussion only – *Standing Item*
 - Topics for this meeting:
 - a. Update on restructuring of the Manufactured Housing Division
 1. Administrative Assistant – Amanda Duncan
 2. Complaints Manager – Esperanza Padilla
 3. Compliance Administrator to oversee licensing, dealer sales audits, investigations and complaints – Donna Grant promoted.
 - b. Collaborative Meeting with Installers – November, 2018
 - c. Update on IT projects for manufactured housing
- VI. Call to the Public

Public Comments Those wishing to address the Board need not request permission in advance; however, they must complete a form available at <https://housing.az.gov/manufactured-housing/board-manufactured-housing> or at the meeting. Each person addressing the Board will be limited to five minutes on any one issue. Pursuant to A.R.S. § 38-431.02(H), the Board may only take action on matters listed on the agenda. Action taken as a result of public comments will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

- VII. Intergovernmental Agreement Report – review, discussion, and possible action. – *Standing Item*
- VIII. Financial Report – review, discussion, and possible action. – *Standing Item*
- IX. Rules – review, discussion, and possible action.
- X. Recovery Fund – review, discussion, and possible action – *Standing Item*
 - a. Recovery Fund Summary: Credits, debits, balance
- XI. Announcements of future meeting dates and other information concerning the Board.
- XII. Adjournment

DRAFT