

**MINUTES  
REGULAR SESSION  
HOUSING COMMISSION  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
TUESDAY, October 16, 2007  
4:00 P.M.**

**Minutes are a summary of the actions taken. They are not verbatim.  
Public input is placed after Commission motions to facilitate future research.  
Public input, where appropriate, is heard prior to the motion.**

**1. Call to Order**

The meeting was called to order at 4:00 p.m. by Housing Director Morris, after which it was unanimously agreed that Commissioner Buchanan would preside over the meeting in the absence of Chairperson Bach.

**2. Roll Call**

Vice Chairperson Freeman, Commissioners Davis, Roddan and Buchanan were present; Chairperson Bach and Commissioner McReynolds were absent; there is currently one vacancy on the Commission.

Commissioner Buchanan acknowledged and welcomed new Commissioner Davis.

**Also Present:** Housing Department Director Matt Morris, Town Clerk Debbie Barber, Deputy Town Clerk Virginia Jones and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by Commissioner Davis.

**4. Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

**a) Approval of the Minutes:**

- 1) August 21, 2007 Regular Session
- 2) September 18, 2007 Regular Session - Cancelled

**b) Set Next Meeting:**

- 1) November 20, 2007 4 p.m. Regular Session

On a motion by Roddan, seconded by Freeman, the Minutes of August 21, 2007 were unanimously approved as corrected, with the exception of Item 4b) which was discussed and acted upon separately.

**4b) Set Next Meeting**

On a motion by Roddan, seconded by Davis, the Commission voted unanimously to cancel the November meeting because of the Thanksgiving holiday, and continue to keep on calendar the December 18<sup>th</sup> meeting.

Commissioner Roddan suggested that the November meeting should either be canceled or rescheduled because of the November 20<sup>th</sup> date being so close to Thanksgiving; after a brief discussion the Commission agreed to cancel the November meeting, but determined that the December meeting would be held as regularly scheduled. Director Morris confirmed that there would be no problem because of the November meeting cancellation.

**5. Call to the Public for Items not on the Agenda.**

There was no public input.

**6. Discussion, consideration and possible selection of Chairperson.**

On a motion by Buchanan, seconded by Freeman, the Commission unanimously re-elected Jeremy Bach to serve as Chairperson.

There was a brief discussion regarding a suggestion that Buchanan consider serving as Chairperson; however, the motion to re-elect Bach was seconded and voted upon.

7. **Discussion, consideration and possible selection of Vice-Chairperson.**

On a motion by Freeman, seconded by Roddan, the Commission unanimously elected Linda Buchanan to serve as Vice Chairperson.

8. **Discussion, consideration and establishment of Housing Commission Regular Monthly Meeting Schedule.**

On a motion by Davis, seconded by Freeman, the Commission voted unanimously to maintain the current schedule of the third Tuesday of each month at 4:00 p.m. as the Housing Commission regular monthly meeting schedule.

Director Morris explained that the Town Code requires that each year the Commission establish the regular monthly meeting schedule in addition to the election of officers. After a brief discussion on possibly changing the opening time to better accommodate public participation or individual schedules, it was generally agreed that the existing schedule should be maintained.

9. **Presentation on Open Meeting Law by Town Clerk's Office, followed by Commission discussion.**

Town Clerk Barber introduced herself and Deputy Town Clerk Virginia Jones, and explained that the subject presentation is made once a year in October when the new Commissioners are seated in order to train them in the requirements of the Open Meeting Law. Barber encouraged the members to ask questions at any time during the presentation.

Jones gave a Power Point presentation on the Open Meeting Law, with input from Barber, beginning with an outline of the purpose and requirements, and including a review of meeting procedures, contents of and adherence to agendas, public participation, and penalties for violations. Barber also pointed out examples of violations that had been highlighted on copies of previous Minutes from other Commissions, as well as alternative approaches for avoiding such violations. The members participated by asking questions and requesting clarification of some of the issues, and Barber and Jones continued to stress that the Clerk's Office is available for any questions or concerns that any member may have during their terms as Commissioners.

10. **Discussion, consideration of Housing Commission policy regarding Commissioner absences and prior notification by Commissioners to the Housing and Neighborhood Revitalization Department.**

The Commission discussed at length what appears to be a problem with absences and in some instances not being able to hold scheduled meetings in the past for lack of a quorum. There was acknowledgment that there is a need for members to confirm in advance their intent to attend or be absent from a meeting. Morris said that some of the other departments have a mechanism whereby staff calls the members to remind them the day of the scheduled meeting; however, that is time intensive and a hardship on staff. The members generally agreed that they should take personal responsibility for letting staff know whether they will or will not be able to attend, and that all members should be aware of the need for consistency as well as the preferred form of contact. There was some question regarding the number of absences that would be cause for removal of a member from a Board or Commission; Morris will clarify that requirement in the Town Code and bring the issue back to the December Agenda for discussion and possible action on a notification policy.

11. **Staff update on upcoming Boards and Commissions Conference, facilitated by the Arizona Department of Commerce, scheduled for Friday December 7, 2007, followed by Commissioner discussion and identification of Housing Commissioners to attend the conference.**

Morris reminded the members that the money to attend the subject conference is available and that the training is valuable and would be good for the Commissioners; the brochure was

included in the Agenda packets. Morris asked for confirmation from those who plan to attend, adding that November 2<sup>nd</sup> is the deadline for pre-registration. Commissioners Roddan and Freeman both indicated that they plan to attend; the other members will contact Morris after they check their schedules, but at this point it appears that at least four members will be attending. Morris also will check on the availability of the Town vehicle for carpooling to the Conference.

12. **Call to the Public for Items not on the Agenda.**

There was no public input.

13. **Commission Informational Reports:**

Freeman said he is glad to be back.

Roddan reported on an upcoming meeting on October 25<sup>th</sup> in Cottonwood and other activities, and a meeting in Chicago at which President Clinton will be a speaker.

Davis said she is pleased to be on the Commission and that she has a lot to learn and is making notes.

Buchanan commented that she will not be attending the Thursday, October 25<sup>th</sup> meeting of the Verde Valley Housing Task Force; she is grateful that Roddan will be attending. Buchanan reminded the members of the backup arrangement for at least two members to attend. She also thanked staff and members of the Commission for participation in the recent Yavapai College District Governing Board Forum that was held in Camp Verde on October 2<sup>nd</sup>. Buchanan also noted that Roddan was quoted on the Camp Verde Journal last week regarding the rehab program. Buchanan said that she will be out of town on family medical leave for a week beginning on Monday.

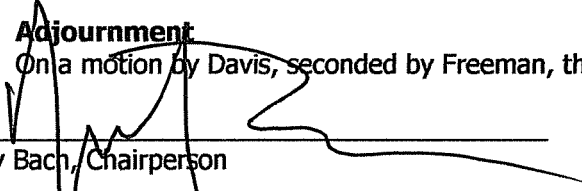
14. **Staff Report**

Morris welcomed new Commissioner Davis and reminded the members that although it has been advertised there is still a vacancy on the Commission, and asked for suggestions on recruiting a member. Morris will be giving a presentation on Camp Verde's attainable housing efforts at the Forum on Housing in Prescott. Morris gave an update on the Drachman Institute work to the effect that he is now pushing them to get it done; he has a rough draft of the report that he commented on previously.

In connection with the recent Quarterly Report, Morris said that the Council had positive comments about the work being done by the Commission; in the future the Quarterly Reports will be presented to the Commission prior to presenting them to the Council.

15. **Adjournment**

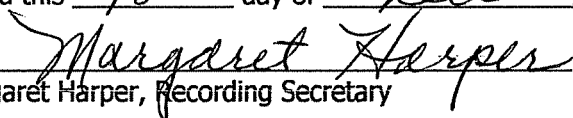
On a motion by Davis, seconded by Freeman, the meeting was adjourned at 5:02 p.m.

  
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Jeremy Bach, Chairperson

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Housing Commission of the Town of Camp Verde during the Regular Session of the Housing Commission of Camp Verde, Arizona, held on the 16<sup>th</sup> day of October 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 18<sup>th</sup> day of Dec., 2007.

  
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Margaret Harper, Recording Secretary