



## MINUTES

REGULAR MEETING OF THE  
HOUSING COMMISSION OF THE CITY OF NEEDLES  
WEDNESDAY, JULY 19, 2023 @ 4:00 P.M.  
CITY COUNCIL CHAMBERS - 1111 BAILEY AVENUE, NEEDLES

### **CALL TO ORDER**

*Mayor Jernigan called the meeting to order at 4:05 pm*

### **ROLL CALL**

#### **PRESENT**

*Commissioners Clark, Tucker, and Mauer.*

#### **ABSENT**

*Commissioners Kissell and Smith*

*Also in attendance were Assistant Housing Specialist Serra Tieman, City Manager Rick Daniels, Assistant City Manager Patrick Martinez, and Assistant City Clerk Candace Clark*

**PLEDGE OF ALLEGIANCE** *led by City Manager Rick Daniels*

### **APPROVAL OF AGENDA**

*Commissioner Clark moved, second by Commissioner Tucker, to approve the agenda as submitted.  
Motion carried by the following roll call vote:*

**Ayes:** *Commissioners Clark, Tucker, and Mauer*

**Noes:** *None*

**Absent:** *Commissioners Kissell and Smith*

**CONFLICT OF INTEREST** - *None*

**CORRESPONDENCE** - *None*

**INTRODUCTIONS** - *None*

**PUBLIC APPEARANCE** - *None*

- 1) **Welcome & Introduction of new Commissioners by Mayor Jernigan**  
*Mayor Jernigan and City Manager Rick Daniels welcomed the new Commissioners and asked each of them to introduce themselves:*

*Frances Clark over 62 tenant – term expires December 31, 2026  
Commissioner Clark introduced herself, talked briefly about her history and explained the reasons behind her motivation to join the Housing Commission.*

*Tamera Kissell tenant – term expires December 31, 2027  
Commissioner Kissell was absent.*

*Deana Tucker at large – term expires December 31, 2027  
Commissioner Tucker introduced herself, talked briefly about her history, and explained the reasons behind her motivation to join the Housing Commission.*

*Robert Smith at large – term expires December 31, 2026  
Commissioner Smith was absent.*

*Chris Mauer at large – term expires December 31, 2025  
Commissioner Mauer introduced himself, talked briefly about his history, and explained the reasons behind his motivation to join the Housing Commission.*

- 2) Administered Oath of Office to newly appointed Commissioners Frances Clark, Deana Tucker, Chris Mauer and Serra Tieman, Housing Specialist

*Oath of Office was administered by Assistant City Clerk Candace Clark*

- 3) Selection of Chair and Vice Chair

*Commissioner Tucker suggested that the commission wait until all members are present to vote on this matter. City Manager Rick Daniels suggested an interim Chair and Vice Chair be appointed by Mayor Jernigan. Mayor Jernigan appointed Commissioner Mauer as Chair, and Commissioner Tucker volunteered as Vice Chair. No vote taken.*

- 4) Established the monthly meeting day and time to be held.

*After minimal discussion, it was agreed by consensus of the Commissioners that the regular meetings of the Housing Commission will be held on the 4<sup>th</sup> Wednesday of each month at 4pm.*

### REGULAR ITEMS

- 5) Commissioner Orientation & Meeting Procedures  
Commissioner's Handbook – Contents: (HUD Public Housing Programs Guide, By-Laws, City Charter, Resolution 9-8-98 Meeting Procedures, Resolution 2023-12 City Council-Needles Housing Authority Board of Commissioners, Annual Contribution Contract, HUD Calendar for Forms)

Legal Obligations

Form 700

Mandatory training – State & Federal

*City Manager Rick Daniels reported.*

- 6) Existing Housing Programs – Section 8 and Public Housing

*City Manager Rick Daniels reported.*

- 7) City of Needles Housing Policy Update

*City Manager Rick Daniels and Assistant City Manager Patrick Martinez reported.*

### BOARD REQUESTS

**Commissioner Clark** asked about the difference in requirements between California and Arizona and if there are plans to address this in order to keep development here in Needles. City Manager Rick Daniels addressed her concerns.

**Commissioner Tucker** asked about their authority, as commissioners, over other subsidized housing units in the city. City Manager Rick Daniels advised commissioners to report any concerns to City Staff or Council and it will be addressed appropriately; Commissioner Tucker asked for contact information of other Commissioners.

**Commissioner Mauer** had no requests.

### CITY MANAGER REPORT

*City Manager Rick Daniels introduced the new Housing Director Angelica Deerner*

### ADJOURNMENT

*City Manager Rick Daniels adjourned the meeting at 5:47 pm.*

  
Chair Chris Mauer

  
Assistant City Clerk Candace Clark